



POLICY COVER SHEET

Policy	Admissions Arrangements		
Version	V5		
Date of Approval	March 2026		
Review frequency	Annually		
Reviewed by	Teaching and Learning		
Signed – Chair of Governors			
Signed – Headteacher			
Document History:			
Version	Date of Review	Reviewed by:	Revisions made:
V1	April 2021	L J	Additional paragraph pg 2 There are occasions when places at the school can be allocated through direct discussions with SENA or the LA, for example when a child moves into the area, there is risk of exclusion from another setting or when there are other exceptional circumstances. The number of days children are allocated reflects age, needs and parental requests.
V2	October 2022	LJ	Changes to reflect new Specialist Nursery Placement Panel – alignment with other specialist nursery provisions
V3	October 2023	LJ	Changes to include Refinements to ‘process’ and ‘admissions criteria’
V4	March 2024	LJ	No changes
V5	March 2025	LJ	No changes
V6	March 2026	LJ	Updated to include new processes.

1. Policy Statement

This policy sets out the procedures and processes followed when allocating places at the nursery schools.

2. Overview

All nursery places are commissioned and allocated by Leicestershire County Council's Special Educational Needs Assessment (SENA) Service.

Once a child's eligibility has been agreed by SENA, the schools will be consulted to determine whether they are able to meet the child's learning profile. Following completion of the consultation process, and where SENA agrees to commission a place, the school will be named in Section I of the child's final Education, Health and Care Plan (EHCP).

Pupils attend for full days and are typically offered a two-day placement. Requests for additional days are considered by SENA following a parental request.

Commissioned daily places are limited as follows:

- **Wigston:** 21 children per day
- **Sketchley Hill:** 24 children per day

Where all commissioned places are filled, children may be placed on a waiting list. In some cases, SENA may request that additional places are commissioned.

The **M1 motorway** is used as a geographical boundary for allocation. As a general rule:

- Children living **east** of the M1 are allocated places at **Wigston**
- Children living **west** of the M1 are allocated places at **Sketchley Hill**

Parents may contact SENA directly if they wish their child to attend a nursery outside their usual catchment area.

In certain circumstances, places may be allocated following direct discussions between the schools and SENA. This may include situations where a child moves into the area, is at risk of exclusion from another setting, or where other exceptional circumstances apply.

3. Appeals

Wherever possible, parental preference will be accommodated. If an application is refused, information regarding the appeals process can be obtained from:

Michelle White
SENA Service
County Hall
Glenfield
Leicestershire
LE3 8RF