

A stylized kite graphic with a blue tail and colorful streamers. The kite is positioned in the upper right quadrant, with its tail extending towards the center. The streamers are in shades of blue, green, red, and purple, flowing downwards and to the left. The kite's body is a dark blue trapezoid.

**The Kite
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Trust**
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KITE ACADEMY TRUST

NURSERY ADMISSIONS ARRANGEMENTS 2026-27

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1 Admission to a Nursery within The Kite Academy Trust

The Kite Academy Trust is the admission authority for all its academies and therefore allocation of nursery places at academies within the Trust will be made in accordance with this policy.

While nursery education is non-statutory and not covered by the School Admissions Code, The Kite Academy Trust is committed to ensuring that admissions to its nursery provision are managed fairly, transparently and consistently. This policy outlines the principles, eligibility criteria and processes applied when allocating nursery places and reflects the Trust's commitment to inclusion, equality of opportunity and partnership with families.

2 How to Apply

Applications for a place at a Kite Academy Trust nursery must be made using the school's Nursery Application Form (at Appendix A) and submitted directly to the applicable school for consideration.

Applications cannot be submitted via the Local Authority admissions portal.

3 Notification of Outcome

The academy will aim to inform parents/carers of the outcome of their application during the term before the child's proposed start date. While every effort will be made to meet this timescale, it cannot be guaranteed.

If a place is offered, parents must confirm acceptance by the date specified in the offer letter/email; otherwise, the place may be withdrawn and offered to another child.

4 Age of Admission

Three- and Four-Year-Olds

Children may be admitted to nursery in the term after they turn 3, subject to places being available.

For the 2026–2027 academic year, the key date ranges are:

- Children who turn 4 between 1st September 2026 and 31st August 2027
- Children who turn 3 between:
 - 1st September 2026 and 31st December 2026
 - 1st January 2027 and 31st March 2027
 - 1st April 2027 and 31st August 2027 (if spring places are oversubscribed, summer entrants may be allocated only where a vacancy arises)

Two-Year-Olds

A limited number of 15-hour places are available for eligible two-year-olds. Children may be admitted in the term after they turn two and a half, or earlier if eligible for Free Early Education for Two-Year-Olds funding (FEET).

Priority for two-year-old places will be given to FEET-funded children.

5 Nursery Admissions Oversubscription Criteria

If there are more applications for **Three- and Four-Year-Olds** places than are available, applications will be ranked in the following order:

1. Looked-after and previously looked-after children (see Note 1);
2. Exceptional social/medical need (see Note 2);
3. Children of staff at the academy (see Note 3);
4. Siblings (see Note 4);

5. Children who will turn four between 1st September 2026 and 31st August 2027;
6. Children who will turn three between 1st September 2026 and 31st December 2026;
7. Children who will turn three between 1st January 2027 and 31st March 2027;
8. Children who will turn three between 1st April 2027 and 31st August 2027;
9. Distance from school (see note 5)

Oversubscription Criteria for Two-Year-Old Places

If there are more applications for Two-Year-Olds places than are available, applications will first be prioritised according to eligibility for FEET funding, with children eligible for FEET funding receiving the higher priority, and then by the oversubscription criteria listed above.

6 Notes

Note 1: Looked-after and previously looked-after children

Looked-after and previously looked-after children will receive the top priority for a place. Looked-after and previously looked-after children will be considered to be:

- children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- children who appear (to the Local Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Parents/carers will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Note 2: Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular provision. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular nursery and why no other nursery could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular academy and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at the selected nursery above any other.

Routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular nursery.

Please note: *In addition to submitting the Nursery Application Form (Appendix A), applicants who wish to be considered for priority under the criterion of 'exceptional social/medical need' must complete a Supplementary Information Form (see Appendix B) and submit this with the application form. The Supplementary Information Form must be accompanied by recent supporting evidence, as described above, on letter headed paper.*

Note 3: Children of staff at the academy

This criterion will be applied where an application is made for a nursery place at the academy at which the child's parent is employed and where:

- i. the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purpose of this criterion, a person will be considered to be a child's parent if they are living in the same family unit as the child at the same address and are:

- their mother or father;
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order;
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

Please note: In addition to submitting the Nursery Application Form (Appendix A), applicants who wish to be considered for priority under the criterion of 'children of staff at the academy' must complete a Supplementary Information Form (see Appendix C) and submit this with the application form.

Length of employment will be considered as of the date the application is received or the date a place becomes available (if a place is considered from the waiting list).

Note 4: Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the main school or in the nursery and that sibling is still expected to be on roll at the time of the child's admission.

Note 5: Distance from school

Remaining places will be offered on the basis of closest proximity of the child's home address to the academy. The distance will be measured in a straight line from the address point of the child's address, using Ordnance Survey data, to the main entrance to the nursery.

Note 6: Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time.

In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

A temporary address will not generally be accepted if the main carer of the child still possesses a property

that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain an academy place when an alternative address is still available to that child.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Proof of address may be requested.

Applicants have a responsibility to notify the academy of any change of address. The address to be used for waiting lists will be the child's current address

All distances will be measured by using Ordnance Survey data.

Note 11: Tie breaker and the admission of multiple birth siblings or siblings born in the same academic year

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the academy, with children living nearest receiving the higher priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the main entrance to the nursery.

Where two or more children share a priority for a place, e.g. where two children live equidistant from an academy, the academy will determine which child should be given priority by using a computer-generated number that is assigned randomly to each applicant, with the child assigned the lower number receiving the higher priority.

In the case of multiple births, where one child is offered the last place available, any further child of the same multiple birth will also be offered a place.

Note 12: Waiting lists

Where there are more applications than places available, waiting lists will operate for each nursery according to the oversubscription criteria relevant to the child's age, without regard to the date the application was received or when a child's name was added to the waiting list. Each child added to a waiting list will require the list to be ranked again in line with the oversubscription criteria, meaning that a child's position on a waiting list may go up or down. Applications for looked-after children or previously looked-after children must take precedence over those on a waiting list.

Nursery places will be offered as vacancies arise.

7 Attendance Patterns

Each of our nurseries offer a range of session patterns (e.g. 15-hour and 30-hour places). While the academy will endeavour to meet parental preference, session allocation cannot be guaranteed and may depend on availability and staffing ratios.

8 Reduction or Withdrawal of Places

A place may be withdrawn if:

- It was offered based on misleading or false information;
- The parent does not confirm acceptance by the required deadline;
- The child does not take up the place within a reasonable timeframe without explanation;
- Attendance is persistently irregular and impacts safeguarding or staffing ratios (following school attempts to engage with the family).

9 Right of Appeal

There is no statutory right of appeal for nursery admissions. However, a complaint can be submitted under The Kite Academy Trust's Academy Complaints Policy if parents believe that the process stated in this policy was not properly applied.

10 Transition to Reception

Admission to a nursery does not guarantee admission to the academy's Reception class. Parents must apply separately, in accordance with The Kite Academy Trust's Admissions Arrangements, through the Local Authority's coordinated for primary admission by the statutory deadline.

11 Document Management

Document ID:	P1183		
Last Review:	May 2026	Review Period:	1 year
Responsibility of:	Deputy CEO	Ratified by:	Trustees (21.05.26)

NURSERY APPLICATION FORM

Once completed, this form must be submitted to the applicable school office for consideration

Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Child's Gender:	
Child's Main Home Address:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Home Address: <i>(if different)</i>	
Parent's Email Address:	
Parent's Telephone Number:	
Application Details	
Declaration	
I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the Local Authority, admissions authorities, schools and Government agencies where necessary.	
I certify that I have parental responsibility for the child named on this form and that the information provided on this form is true and accurate, to the best of my knowledge and belief.	
Signature of Parent/Guardian:	
Print Name:	
Date:	

SUPPLEMENTARY INFORMATION FORM – SOCIAL/MEDICAL NEED

Only to be completed for applications under Criterion 2 – Exceptional Social/Medical Need

Applications for priority on the basis of exceptional social/medical need must be supported by submission of this form.

Recent supporting evidence from relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child's current situation. The evidence must confirm the circumstances of the case and must set out why the child should attend the nursery selected and why no other nursery could meet the child's needs.

Once completed, this form must be submitted to the academy office along with the Nursery Application Form.

Nursery Selection	
Name of nursery applied for:	
Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Application Details	
Please give the particular reasons why the nursery applied for is the only nursery that can meet the needs of the child and the difficulties that would be caused if the child had to attend another nursery:	
Please list all evidence/documents attached in support of your application under the exceptional social/medical need criterion:	
Declaration	
I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the Local Authority, admissions authorities, schools and Government agencies where necessary.	
I understand that the outcome of this request for exceptional social/medical priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the academy.	
I confirm that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.	

I certify that I have parental responsibility for the child named on this form and that the information provided on this form is true and accurate, to the best of my knowledge and belief.

Signature of Parent/Guardian:

Print Name:

Date:



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SUPPLEMENTARY INFORMATION – CHILDREN OF STAFF

Only to be completed for applications under Criterion 3 – Children of Staff

Applications for priority as a child of a member of staff at an academy must be supported by submission of this form. Once completed, this form must be submitted to the academy office along with the Nursery Application Form.

Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Date of Birth:	
Parent's Place of Work:	
Declaration	
I confirm I am a current member of staff at the academy named above and (please tick as appropriate):	
<input type="checkbox"/> I have been working at the academy for at least two years; or	
<input type="checkbox"/> I meet a skills shortage.	
I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the Local Authority, admissions authorities, schools and Government agencies where necessary.	
I understand that the outcome of this request for priority under the children of staff criterion will be on the basis that the information I provide is accurate and correct.	
I certify that I am the parent of the child named on this form (as defined at note 3 of the Kite Academy Trust Admissions Arrangements) and that the information provided on this form is true and accurate, to the best of my knowledge and belief.	
Signature of Parent/Guardian:	
Print Name:	
Date:	

Appendix D – Nursery Contact Details

Hale Nursery & Primary Academy

Upper Hale Road

Farnham

Surrey

GU9 0LR

01252 716729

admin@hale.kite.academy

Mytchett Primary & Nursery Academy

Hamesmoor Road

Mytchett

Surrey

GU16 6JB

01252 544009

info@mytchett.kite.academy

Lakeside Nursery & Primary Academy

Mindenhurst Road

Deepcut

Surrey

GU16 6QP

01276 469200

info@lakeside.kite.academy

Sandringham Infant & Nursery Academy

Sandringham Way

Frimley

Surrey

GU16 9YF

01252 837538

info@sandringham.kite.academy



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