



Admissions to Government of Jersey School Nursery Classes

Document Purpose	To ensure there is a fair and consistent admissions process administering school nursery places for children which is managed by the department for Children, Young People, Education and Skills (CYPES)
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Target Audience	CYPES staff, Government of Jersey schools, person(s) with parental responsibility.
Description	This policy sets out the process that must be implemented by CYPES to ensure that all nursery school aged children are given an equal opportunity to a school nursery place.
Linked Policies and documents	Education (Jersey) Law 1999 Registering and applying for a school nursery place School admissions List of primary schools Inclusive Education Charter Jersey and the UNCRC (gov.je)
Approval Route	CYPES Department Leadership Team Minister for Education and Lifelong Learning
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Contact Details	CYPES School Admissions Team

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1. Overview

This policy outlines the process by the Department for Children, Young People, Education and Skills (CYPES) to administer nursery school places for children within Government of Jersey (GoJ) school nursery classes.

Statutory Framework

This policy relies on the following Articles of the [Education \(Jersey\) Law 1999](#) Part 3:

8 Powers of Minister with respect to nursery schools and classes

The Minister may establish nursery schools, and nursery classes in provided primary schools, and maintain any nursery school and nursery class established by the Minister.

9 Power of States to charge for a place in a nursery school or class

The States may by Regulations make provision for a fee to be charged for the attendance of a child below compulsory school age in a nursery school or nursery class established and maintained by the Minister.

2. Scope

The scope of this policy is the allocation of school nursery places at GoJ primary schools. This policy applies to children that live in Jersey and all children new to Jersey, in the school year that they turn 4 years of age.

3. Responsibilities and distribution

Registration for school nursery places should be undertaken by a person with parental responsibility for the child with the relevant primary school. The allocation of GoJ school nursery places is undertaken by CYPES (rather than the school directly). This policy is available online and must be distributed to relevant stakeholders.

4. Policy/Standards

Early Years Funding

CYPES offers GoJ funded nursery places to all children, where places are available, in the school year that they turn 4 years of age. The maximum number of funded hours in nursery is 30 hours per week during school term-time.

Admissions Criteria

The allocation of GoJ nursery school places is based on a set criterion with priority given in the order detailed below:

1. Children Looked After or previously looked after and those where safeguarding is a concern
2. Children with a special educational need (SEN), physical, social, emotional or educational
3. Children from families with particular needs (parents, siblings with a special need or chronic illness, night shift workers and children from families with three children living together all under the age of 5)
4. Children with siblings in the school (Reception to Year 5)
5. Children with siblings in the school (Year 6 - who will have left when they start)
6. Time between date of birth and date of registration of interest with any GoJ primary school

Nursery Class Size Capacity

The maximum nursery class size for school nurseries is below:

Bel Royal Primary School	28
d'Auvergne Primary School	40
First Tower Primary School	28
Grands Vaux Primary School	28
Grouville Primary School	28
Janvrin Primary School	28
La Moye Primary School	28
Mont Nicolle Primary School	28
Plat Douet Primary School	40
Rouge Bouillon Primary School	28
Samarès Primary School	28
Springfield Primary School	26
St Clement's Primary School	28
St John's Primary School	28
St Lawrence Primary School	28
St Luke's Primary School	20
St Martin's Primary School	28
St Mary's Primary School	26
St Peter's Primary School	28
St Saviour's Primary School	28
Trinity Primary School	26

The decision to increase numbers above the nursery class size maximum must be in accordance with the [Statutory Requirements for Early Years Provision](#). Any places that will exceed the maximum nursery class size must be made with the agreement of the Minister for Education and Lifelong Learning and the CYPES Head of Early Years. The decision will also consider the views of the Headteacher at the school in relation to class specific issues.

When a school nursery class does not have enough children to ensure an efficient education system, CYPES and the Minister for Education and Lifelong Learning will consider options, including to not open a school nursery class in that particular school.

There may be occasions when due to the level of need within a nursery class, it is necessary to limit the amount of pupils within that nursery class. This limit will apply for a period set out by CYPES officers and will be reviewed termly.

Nursery class size capacity is the total capacity for 2-3 year olds and 3-4 year olds where applicable.

Age of Admission

Admission to school nursery classes is in the school year the child turns 4 and must be after the child's 3rd birthday. Ideally, a child will attend all three terms of the academic year in the nursery class before entering a reception class.

Registrations of Interest and Application Procedures

All registrations of interest and applications for places must be made using the approved forms available from ['Registering for a school nursery place'](#).

Those with parental responsibility for the child must be aware that **admission to a school nursery class does not guarantee a place in the reception class of that primary school.**

Change of Address

If you change your address whilst your child is at a GoJ school nursery, you must inform the school. There is no requirement to change nursery school when you move home and change address, but this may result in a change to your catchment primary school.

If you fail to change your address, then any subsequent offer of a place in a GoJ catchment primary school may be withdrawn.

Pattern of Attendance

All eligible children are entitled to up to 30 hours free nursery education each week, for 38 weeks, during school term-time only, from the beginning of the school year (September). Attendance from an early age can help embed routines throughout a child's school career. Children will therefore be expected to attend the nursery class every school day during term time Monday to Friday. See [School term dates](#) for more information.

Sessions

- Morning session of 20 hours per week (4 hours each day)
- All day session of 30 hours per week (6 hours each day)

Children in all GoJ school nurseries will experience a staggered start at the beginning of the academic year building up to 30 hours per week. Most children will be ready to access full time hours (30 hours) by mid-September. The school can agree a flexible attendance arrangement in exceptional circumstances and if it is in the child's best interest. The school will be expected to consult with CYPES in these circumstances.

Children with identified special educational needs and disabilities (SEND) should have a plan to support their transition, in partnership with a person with parental responsibility for the child and the Early Years Inclusion Team (EYIT).

5. Timing / Key Process Steps

Nursery places are allocated after Reception places, so that the school that any siblings attend can be factored into nursery allocations.

The key process steps are as follows:

- A person with parental responsibility for the child is required to register their interest for a place at the earliest opportunity (it is recommended that they register with their GoJ catchment school).
- In the second half of the spring term each year, schools contact those with parental responsibility for a child that have registered with them and will send an application form for a school nursery place.
- During the spring term, GoJ primary schools will be asked to supply details of all children that have completed an application form to CYPES.
- Once the number of children and places is known, CYPES allocates places and sends details to schools. Offer letters are then sent to person(s) with parental responsibility for the child by the schools, during the spring term. CYPES send letters to those with parental responsibility for the child that have not been offered places.
- Persons with parental responsibility for the child are asked to reply directly to schools, by an agreed date in the spring term, indicating if they wish to accept the place, request an alternative place or are seeking a place in the private sector.
- Schools notify CYPES of accepted and declined nursery places.

- When a place is offered, a home visit may be arranged and undertaken by the nursery teacher or Early Years Assistant
- Visits to the nursery should be arranged before the child starts in the autumn term. These should be led by the nursery staff to allow relationships to be built with the adults in the nursery class.

6. Change History

Version	Date Issued	Issued by	Reason for change
1.0	2003	Head of Projects and Planning	Committee Policy (Appendix 1)
2.0	10 December 2013	Project Manager	Review of school admission policies, procedures and processes
3.0	June 2019	Policy and Planning Officer	Review class size capacity
4.0	October 2020	Policy and Planning Officer	Added new nursery class – St Mary
5.0	August 2021	Business Transformation Officer	Updated to reflect early years funded hour increase and pattern of attendance.
6.0	February 2026	Head of Business Support – CYPES	Updated in line with primary and secondary admissions and transfer policies and within a standard template.