



## Bexton Preschool Nursery Admissions Criteria

(Updated Sept 2025)

### Admissions Criteria for Cygnets (Age 2+)

The Cygnets room admits children from the **September following their second birthday**. Admissions are managed through a dedicated waiting list, which operates on a **first come, first served** basis, according to the date the fully completed application form is received.

#### 1. Application Process

- Parents/carers must complete and submit a nursery application form to be added to the Cygnets waiting list. These forms can be obtained from the Nursery Manager or can be accessed on the school website [Bexton Primary School: Information about nursery for prospective parents](#)
- The application form must include the child's date of birth and clearly state the **preferred sessions** (e.g. mornings, afternoons, full days, specific days of the week).
- Only completed application forms will be added to the waiting list. Incomplete forms will not be considered.
- Preference will be given to children of staff who are employed at Bexton Primary School and Nursery at the time the nursery place is allocated.

#### 2. Position on the Waiting List

- Children will be placed on the Cygnets waiting list in the order applications are received.
- The date of application submission determines position on the waiting list.
- Any subsequent requests to **add additional sessions** after the form is submitted **will not** alter the child's position on the waiting list.

#### 3. Increasing Sessions After Admission

- Once a child has started attending in the Cygnets room, parents may request to increase the number of sessions.
- Additional sessions for existing pupils will be allocated on a **first come, first served** basis, subject to availability.
- Only once all current session increase requests are accommodated will places be offered to new applicants from the waiting list.



## Admissions Criteria for Swans (Pre-School Year)

The Swans room is our pre-school class, preparing children for their Reception year. Children generally move into Swans in the **September before they are due to start school**.

Swans operates a separate waiting list from Cygnets, but applications and session requests are managed similarly.

### 1. Progression from Cygnets to Swans

- Children currently attending Cygnets will be given **priority** for a place in Swans, subject to availability.
- When children reach the appropriate age to transition, they will be moved from the Cygnets waiting list to the **top** of the Swans waiting list.
- Places in Swans for Cygnets pupils will be offered first, **before** any new applicants are considered.

### 2. New Applications (Non-Cygnets Pupils)

- After all eligible Cygnets pupils have been offered places, any remaining Swans places will be allocated to new applicants on a **first come, first served** basis.
- Parents/carers must submit a completed application form, clearly stating their child's date of birth and requested sessions.
- The date the form is received determines the child's position on the Swans waiting list.
- Subsequent changes to session requests **do not** affect a child's position on the list.

### 3. Additional Sessions for Current Swans Pupils

- Families of children already attending Swans may request additional sessions.
- These will be allocated in the order requests are received and will take **priority** over applications from children not yet attending.

### 4. Important Clarification: Reception Admissions

- **A place in Swans does not guarantee a place in the school's Reception class.**
- Reception admissions are managed separately by the Local Authority. More information is available on the school website: [Bexton Primary School: Admissions](#)
- The criteria for our private nursery admissions have **no connection** to Reception class admissions and **cannot be compared**.

### 5. Other Notes

- We do not publish the number of places available in either Cygnets or Swans.
- All admissions are subject to staffing ratios, room capacity, and session availability.

