Date: 1 April 2025
Enquiries to: Admissions Team
Tel: 01473 260992
Email: admissions@suffolk.gov.uk

Dear Colleague

Full and part-time admission to a school Reception Year and entry to a Nursery Class

This letter is intended to remind you about the requirements in relation to providing education for early years and reception aged children.

Reception Class entry

Children are entitled to a full-time place in the Reception Year from the beginning of the Autumn term following their fourth birthday. The law makes it clear that, if parents or carers should choose to, they may defer full-time entry until later in the year – but it cannot be any later than the term after the child's fifth birthday (compulsory school age).

Parents and carers are entitled to receive full-time education for their child from the first day of the Autumn term, if that is their wish. As most children access early education provision before starting in the Reception Year, they are more prepared to start full-time at school from the start of the school year.

Schools may only make alternative arrangements with the full agreement of each parent or carer concerned and if parents or carers wish, schools must agree to make the place available full-time from the start of the term.

Nursery Class entry

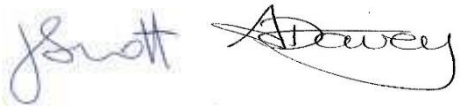
Parents and carers are entitled to access the early education entitlement they have agreed to take with you from the beginning of the term for a child joining a school nursery class. An induction period at a school nursery can mean that a child is unable to access the nursery provision they have been offered at the school, from the first day of term. This can cause problems for parents and carers who rely on this provision as part of their childcare arrangements because they are working or training.

Any induction arrangements therefore need to be made with the full agreement and understanding of the parents and carers concerned. If parents and carers wish their child to take up the sessions they have been offered and accepted from the first day of term, then the school must agree to this.

If you have any queries about this arrangement for entry into the Reception Year, please contact the Admissions Team on 01473 260992 or email admissions@suffolk.gov.uk.

For more information on early years' settings please contact the Suffolk Family Information Service 0345 60 800 33 or email suffolkfis@suffolk.gov.uk.

Yours sincerely



Jan Scott and Angela Davey
Senior Education Officers (Admissions and School Travel)
Children and Young People's Services