

Nursery Admissions Policy 2026/27

South Wilford Church of England Primary & Nursery School, an academy
within Transform Trust



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'Together we Achieve'

Approved by:

Local Governing Body

Date: July 2026

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1. Overview and Purpose

The Nursery Admissions Policy sets out the principles, procedures and criteria for the admission of children to the nursery provision. It is designed to ensure that admissions are handled fairly, transparently and in line with statutory requirements and local authority guidance. The policy operates outside the School Admissions Code but reflects principles of fairness, transparency and equality. The policy applies to all children attending the nursery and to all staff involved in nursery admissions, funding and day-to-day operation.

2. Aims and Principles

The nursery aims to:

- Provide high-quality early years education in a safe, nurturing and inclusive environment.
- Ensure a fair, transparent and consistent admissions process.
- Make nursery provision accessible to eligible children and families.
- Comply with statutory guidance and local authority requirements.
- Work in partnership with parents and carers to support children's development and wellbeing.

3. Values and ethos

The nursery values all members of its community and is committed to equality, inclusion and respect. We believe that children learn best when they feel safe, nurtured and supported. Our ethos promotes kindness,

independence, confidence, curiosity and a positive attitude to learning, working in close partnership with parents and carers.

4. Nursery Provision and Capacity

The nursery provides early education for children aged between 3 and 4 years. Capacity is determined by available accommodation and statutory staffing ratios.

Session numbers and group sizes may vary depending on staffing structure and age ranges but will always comply with EYFS requirements.

5. Nursery Sessions and Opening Times

The nursery offers a combination of morning, afternoon and full-day sessions. Typical session patterns include:

- Morning sessions – 16 places
- Afternoon sessions– 16 places
- Full-day or extended-day sessions for eligible children

Parents may express preferences for morning, afternoon or full-day sessions. Every effort will be made to accommodate preferences, however this cannot be guaranteed. Once allocated, sessions are normally fixed, except where annual review points apply.

6. Admissions Age and Eligibility

6.1 Age of Admission

Children are eligible for a nursery place from the term after their 3rd birthday (universal entitlement).

6.2 Admission Schedule

Admissions usually take place three times per year, subject to availability, with children starting in September, January and April.

- Pupils with 3rd birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).
- Pupils with 3rd birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
- Pupils with 3rd birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

7. Funded Early Education Entitlement

7.1 Types of funding

Funded Early Years Entitlement provides government-backed childcare for young children, helping families balance work and home life. In England, children can access universal entitlement from age three. The funding supports high-quality early education, focusing on play-based learning, language development, and social skills. Providers must meet statutory standards, ensuring safe, inclusive, and stimulating environments. For parents, the entitlement reduces childcare costs and improves access to consistent provision. For children, it builds strong foundations for learning, wellbeing, and school readiness, promoting equality of opportunity during the most important years of development for all families nationwide.

Children aged 3 & 4

All children are entitled to:

- 15 hours per week (universal entitlement)

Children may be entitled to

- 30 hours per week (working parent entitlement)

15 hours places are based around each child having 5 x 3 hour sessions.

To check your availability for funded 30 hours places please see <https://www.gov.uk/childcare-calculator>.

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when an agreed grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

It is the parent/carer's responsibility to apply for funded childcare through the government's online portal.

Children who will be staying for full days will be required to bring a packed lunch.

7.2 Parent and Carer Responsibilities

Where children become eligible for funded sessions, parents and carers are responsible for:

- Providing your eligibility code and confirmation details before funding can start.
- Completing and signing a Parent or Carer Declaration Form before funded sessions begin.
- Funding will start from the next eligible funding period once documentation is complete.

Funding cannot be claimed without valid documentation and until this process is completed, sessions will continue to be charged at our standard rate.

The Parent or Carer Declaration Form will confirm

- The funded hours your child will attend
- Whether you agree to pay for any additional services or consumables
- That you have read, understood and agreed with our nursery policies

8. Additional Hours, Charges and Consumables

Funded hours are delivered free of charge. Parents may choose to purchase additional hours or services, which may include:

- Additional nursery sessions beyond funded entitlement
- Extended day or wraparound provision
- Lunchtime supervision or meals
- Optional consumables or activities (e.g. trips or visitors)

All additional charges are optional and only apply if you choose to access hours beyond your funded entitlement. Parents and carers will always have the option to opt out of chargeable extras and will still have full access to their funded entitlement.

Session Type	Time	Cost
Extra Morning Session 8:45am to 11:45am	3 hours	£10 per day

Session Type	Time	Cost
plus Time to Time lunch period		
Extra Afternoon Session 12:15pm to 3:15pm	3 hours	£10 per day

Payments must be made via our online system, Arbor or My Evolve Hub. This is in line with school Charging and Remissions Policy.

9. Application Process

Parents wishing to apply for a nursery place must:

- Complete the nursery application form
- Provide proof of the child's date of birth.
- Provide proof of address and parental responsibility.

Applications may be submitted at any time. Offers are made subject to eligibility and availability of places.

Please be aware that a place in the Nursery cannot be considered as a criteria for admission to the main school and that applications for main school years are managed by Nottingham City Council.

Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery until the term after he/she becomes five* However this may not be the most appropriate place for the child if all his/her peers have taken up their Reception place in a separate class within the school or another primary school.

10. Oversubscription Criteria

Where applications exceed available places, the following oversubscription criteria may be applied in priority order:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional Medical or Social need that can only be met at the academy (having specialist provision for example). Applications in this category must be supported by a statement in writing from a doctor, social worker or other relevant suitably qualified professional. This is necessary because you are asking the academy to assess your child ahead of other children. Each case will be considered by the Admission Authority based on the interests of the child concerned.
3. Children of staff employed at the school.
4. Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - a. Those children who, at the time of entry, have a brother or sister attending the primary school.
 - b. Those children who live closest to the school as calculated on the Nottingham City Council Admissions system.
5. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
6. Other Children who live outside the catchment area. Priority will be given by distance from the school.

A waiting list will be maintained for unsuccessful applicants.

11. Transition Arrangements

Prior to starting nursery, parents and children will usually be invited to:

- Visit the nursery and meet staff.
- Attend settling-in or transition sessions.

A place may be withdrawn if required transition arrangements are not attended without good reason.

12. Attendance

Regular, sustained attendance is an important part of life in Nursery. We aim to support children and families in developing the routines and rhythms of school life from the very beginning. Therefore, we are keen to promote this from the start of Nursery and encourage families to work in partnership with us. Where needed, we work closely with parents and carers to support good attendance and discuss flexible arrangements if appropriate.

Children benefit from regular attendance through stronger relationships, greater security, and improved readiness for learning. A prolonged or repeated absence without good reason may result in a child's place being reviewed.

13. Safeguarding

The nursery operates robust safeguarding arrangements. Safeguarding concerns are managed in line with school procedures and local safeguarding partnerships.

14. Staffing and Ratios

Staffing ratios and qualifications comply with EYFS statutory requirements at all times. All staff hold appropriate paediatric first aid and safeguarding training.

15. Special Educational Needs and Disabilities (SEND)

The nursery is committed to inclusive practice and operates in line with the Equality Act (2010). Children with additional needs are supported through reasonable adjustments, liaison with parents and, where appropriate, access to local authority inclusion funding and external support.

16. Toileting and Intimate Care

Toilet Training in Early Years settings must be recognised as intimate care and will be managed sensitively and in line with the school's Intimate Care Policy.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people learn to carry out for themselves, but which some are unable to do because of their age, physical difficulties, special needs or ill health.

When a child has specific medical or developmental conditions which could impact on toileting management, then advice from the Paediatrician should be sought either by the parent/carer or with permission, the designated adult e.g. teacher or SENCO. All children will be supported and encouraged to achieve the highest level of autonomy that is possible, given their age and ability. Individual care plans are agreed with parents where appropriate.

Parents will be asked to provide all necessary consumables which could include: nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing. Changes of clothing should be made available by parents/carers.

17. Complaints

Any complaints relating to nursery admissions or the operation of this policy should be raised with the Headteacher. There is no statutory right of appeal for nursery places

18. Review

This policy will be reviewed annually or in line with changes to local authority guidance.

Date of next review: September 2027

Reviewed by: Heather Stannard, Operations Manager
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