Britannia Primary School and Nursery

Nursery Admissions Policy

2028-2029

'Developing responsible citizens, confident individuals, and independent learners'

Prepared by	**K Hart**
Adopted by Governors on	**Autumn Term 2026**
Committee	**LAB**
Signed by Chair of Committee	**K Smith**
Policy Number	**SAB09**
Review Date:	**Autumn Term 2027**

Definition of a Parent

- all biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Principles

This policy sets out how the Admissions system works for Britannia Primary School Nursery.

Britannia Primary School Nursery is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively.

We aim to deliver flexible care and education in a way which supports all parents and assists those who work and those seeking to work.

We are committed to all families having equality of opportunity. Please see our Equality Policy which is available from the school office.

If you require any further help or explanation about anything contained here, please contact our school office on 01473 728566 and ask to speak to the Admissions Officer, Mrs Taylor.

Eligibility

Your child can stay in Nursery until the end of the academic year following their 4th birthday.

Attendance at Britannia Primary School Nursery does not guarantee a place at Britannia Primary School and parents must apply separately for a place at Britannia or to an alternative school of their choice.

Places are offered on sessional availability.

We are able to offer places to children taking up their entitlement to universal government funded hours of up to 15 hours per week.

We will offer additional sessions up to a maximum of 30 hours per week to working parents of 3 and 4 year olds who meet the eligibility criteria (please see https://www.gov.uk/childcare- calculator or www.suffolk.gov.uk for further information) and are approved in accordance with our Admissions Policy.

It is **very important** that parents who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, **the term before their child is due to start Nursery,** e.g. those starting in the Autumn Term must apply during the Summer Term. If successful, they will be given an on-line eligibility code which **must** be given to the school when completing the school's official "Offer of a Nursery Place" form. This must be re-checked before the end of every term ready for the new term.

Once the funded hours have been agreed for that term, a change can only be made if the sessions are paid for.

In addition to this, parents of children who do not qualify for the 30-hour entitlement can apply for fee paying places – see our Charges and Remissions Policy.

Allocation of Places

We have 40 nursery sessions available each day which are taken in 3-hour blocks. Our Nursery is open for 38 weeks of the year.

Parents or carers can apply for a Nursery place at any time. If a child is eligible to start Nursery, i.e. in the Autumn term following their 3rd birthday, then on receiving an application, the school will send out a letter and an Acceptance Form **offering** them a place. All sessions will be subject to availability.

Places can only be officially **allocated** once the completed Acceptance Form has been returned to the school. Sessions will then be allocated, subject to availability, on a first come first served basis. A letter confirming which sessions are being offered by the school will be sent out to all parents and carers who have been allocated a place. Due to the availability of sessions, the school may not always be able to offer the exact pattern of sessions requested in the first instance. However, the school will do what it can to offer the preferred sessions in subsequent terms.

Britannia Primary School and Nursery reserves the right to withdraw the offer of a place at the Nursery if it becomes apparent and clear after 10 working days that the Nursery is unable to meet the needs of a child (unless they have an Educational Health Care Plan – EHCP). This is because the Nursery can only function effectively and without prejudicing the service it offers to our youngest pupils if the needs of pupils attending can rightly and reasonably be met by the staff

working at the Nursery and given the limited supply of resources both physical and financial which the school holds.

Once a place has been offered and accepted, your child may stay at Britannia Nursery for the year before starting in Reception at your chosen school.

Preference will be granted to a child applying for their five Government funded universal sessions (15 hours per week). Once these have been allocated, places will be granted to those qualifying for the additional 15 hours a week up to 30 hours a week under the eligibility criteria shown above and then to those requiring extra fee-paying places.

Nursery Sessions

Our sessions run from 8.45 am - 11.45 am and 12.30 pm - 3.30 pm, Monday to Friday.

Children can access our lunchtime provision on Monday to Friday for an additional daily cost to cover lunchtime supervision. This does not form part of the universal 15 hours' free entitlement or the 30 hours' extended entitlement.

Alternatively, children accessing the 30 hours' extended entitlement or attending Nursery for a full day as part of their 15 hours' entitlement, may choose to go home for lunch and return for the afternoon session.

Late collection charges will be applicable to parents who are late collecting their children after both morning and afternoon sessions (please see our Charges and Remissions Policy).

Purchased Hours

Parents who do not qualify for the 30-hour extended entitlement can apply to purchase additional sessions (in 3-hour blocks) subject to availability. Please see our Charges and Remissions Policy for further details and late/non-payment of fees schedule. Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Principal.

Any changes to your child's allocated place will require one half term's notice.

Occasional bookings for additional sessions should be applied for in writing and are subject to availability. Payment for these should be made in advance.

Oversubscription Criteria

If there are more applications than places available, the school will then use the following criteria to help decide which children will be allocated places when they become available (not necessarily in this order). It is important to note that the

school may not be able to offer the sessions that were requested on the Acceptance Form.

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names Britannia School Nursery **must be offered a place.**

- Looked After Children (Children in Care) and previously Looked After Children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).

- Children who are the subject of a recognized Child Protection Plan (under current legislation and drawn up by social care services) where a specific School Nursery placement is identified.

- Children wanting to take their full free entitlement with Britannia School Nursery (30 hours)

- Siblings of pupils at Britannia Primary School.

- Date of birth – for example, Britannia Primary School may choose to allocate places in date of birth order (oldest to youngest).

- Children also wanting to purchase hours in addition to their free entitlement.

Appendix 1: Charging and Remissions for Nursery

The first five sessions per week (15 hours universal entitlement) or ten sessions for those eligible for the extended entitlement of up to 30 hours per week for working parents of 3 and 4-year olds will be counted as the funded sessions. For those not eligible for the extended entitlement, additional sessions, between 3 and 15 hours per week (1 -5 extra sessions), can be paid for during term time where there is spare capacity within the school **after** all eligible 3 and 4-year olds for that term have been offered their requested funded sessions.

The charge will be £16.00 per 3-hour session.

Session times will be from 8.45 – 11.45 am and 12.30pm – 3.30 pm.

The charge for lunch time, whether attending all day or adding this onto a morning or afternoon session is:

- £5.00 lunchtime supervision only (child to bring a packed lunch)

Please Note that fees are subject to change in line with inflation and at the Trust discretion.

Invoices will be raised half termly in advance – to be paid within 14 days. Payment can be made by card or PayPal via Arbor. If a parent fails to pay their invoice within 14 days, the school has the right to refuse additional sessions.

If a child is late or does not attend a session, the full fee will be charged for that session. Cancellations or amendments can only be accepted half termly in advance. Refunds will not be payable for the lunchtime supervision charge if a child is off sick.