

**Nursery Admissions Policy
2025-2026**



Mulgrave Primary School

Learn | Believe | Succeed

Authorised By:	Governing Board
Date Reviewed:	January 2025
Next Review Date:	January 2028

1. Introduction

Mulgrave Primary School offers high-quality Early Years education for children aged 2 and 3 years. Our Nursery provides a safe, stimulating and nurturing environment that supports children's learning and development in line with the Early Years Foundation Stage (EYFS).

We are committed to providing an inclusive and welcoming environment where every child can thrive. Our aim is to make our Nursery provision accessible to local families through the Government's funded early education entitlements.

2. Nursery Provision

Mulgrave Primary School offers nursery places through the Government's funded early education entitlements.

2-Year-Old Provision

We offer:

- Morning or afternoon sessions (subject to availability)
- Government-funded places for eligible families

3-Year-Old Provision

We offer:

- Universal 15-hour funded places for all eligible children from the term after their third birthday.
- Extended 30-hour funded places for eligible working families.

Nursery Session Times

Our nursery sessions are:

- **Morning Session:** 8:55am – 12:00pm
- **Afternoon Session:** 12:30pm – 3:30pm

Session patterns are allocated according to availability, staffing and funding eligibility.

Wraparound Care

Wraparound care is available for children aged **3 years and above**.

For further information about availability, session times and booking arrangements, please contact the school office:

office@mulgrave.greenwich.sch.uk

3. Admissions Criteria

Places are allocated according to the following priority order:

1. Looked After Children and previously Looked After Children.
2. Children with exceptional social, medical or educational needs, supported by appropriate professional evidence.
3. Siblings of children already attending Mulgrave Primary School.
4. Children living within the local area (by proximity to the school).
5. Other applications received before the closing date.

Where there are more applications than places available, the school will maintain a waiting list and allocate places as vacancies arise in accordance with the criteria above.

4. Eligibility and Funding

2-Year-Old Funded Places

Children may be eligible for a funded place if their family meets the Government's eligibility criteria. This may include families receiving certain benefits or children who meet specific circumstances, such as being looked after or having an Education, Health and Care Plan (EHCP).

Eligibility can be checked through the Local Authority or the Government childcare website.

Universal 15 Hours

All children are entitled to 15 hours of Government-funded early education from the term after their third birthday.

Extended 30 Hours

Eligible working families may receive up to 30 hours of Government-funded childcare each week.

Parents and carers must apply for the extended entitlement and obtain a valid eligibility code before the start of the funding period.

Parents and carers are responsible for renewing their eligibility code in line with Government requirements to ensure continued funding.

5. Applying for a Place

Application forms are available from the school office or via the school website.

Completed applications should be returned to the school office as early as possible.

Parents and carers will receive written confirmation if a place is offered.

Where a place is not immediately available, children will be placed on a waiting list and offered a place as one becomes available in line with the admissions criteria.

6. Attendance and Continuity

Regular attendance is expected once a nursery place has been accepted.

If a child is absent for a prolonged period without explanation, the school may contact the family to discuss the child's place.

Children normally transfer to Reception in the September following their fourth birthday, in line with their chronological age.

Admission to Nursery does **not** guarantee a place in Reception. Parents and carers must make a separate application for Reception through the Local Authority admissions process.

7. Funded Nursery Places

Mulgrave Primary School does not offer paid nursery places or paid additional nursery hours.

All nursery places are provided through the Government's funded early education entitlements.

Eligible families may be able to access:

- Funded places for eligible 2-year-olds.
- Universal 15 hours funded childcare for eligible 3 and 4-year-olds.
- Extended 30 hours funded childcare for eligible working families.

Parents and carers are responsible for:

- checking their eligibility for funded childcare;
- applying for funding where required;
- providing any necessary documentation and eligibility codes before funding begins; and
- renewing their 30-hour eligibility code as required by the Government.

Further information about funded childcare can be obtained from the Local Authority or the Government's childcare service.

School Meals

Nursery children may purchase a school meal at a cost of **£2.80 per meal**.

Alternatively, parents and carers may provide a healthy packed lunch in line with the school's Healthy Eating and Allergy Policies.

Funding Administration

Parents and carers must complete all required funding declaration forms and provide evidence of eligibility where requested.

Failure to maintain eligibility for funded childcare may affect the number of funded hours available.

8. Settling-In Process

We believe that a smooth transition into Nursery is essential for children's wellbeing and future success.

Parents and carers will be invited to attend an induction meeting or home visit before their child starts Nursery.

Where appropriate, staggered start dates may be arranged to support individual children's needs and help them settle into the Nursery environment.

9. Equal Opportunities

Mulgrave Primary School is committed to providing equal access to education for all children regardless of gender, ethnicity, language, disability, religion, culture or family background.

We celebrate diversity and promote inclusion, ensuring that every child is valued, respected and supported to reach their full potential.

10. Review

This policy will be reviewed every three years, or sooner if required, to reflect changes in Government legislation, Local Authority guidance or school practice.