

Newbold Church School



Nursery Admissions Policy

Review: M. Johnson January 2026

Approved: GB January

Signed: Chair of Governors _____

Signed: Headteacher _____

Next Review: January 2027

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Statement of intent

Newbold CE Primary School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into a Reception class.

Derby Diocesan Academy Trust (DDAT) is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

This nursery caters for the following age ranges:

- Children aged between three and four.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2024) 'Early education and childcare'
- DfE (2024) 'Early years entitlements: local authority funding of providers operational guide 2024 to 2025'

This policy operates in conjunction with the following school policies:

- Nursery Fees Policy
- Admissions Policy
- Primary Transition Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- SEND Policy
- EYFS Policy

2. Free childcare arrangements

The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate 16 children eligible for 30 hours free childcare and 10 eligible for the universal 15 hours (No more than 26 children in total).

For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

The LA will ensure that any three or four year olds moving to England from another country can access their free place on the same basis as other children.

Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year.

3. Eligibility for 30 hours free childcare

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare.

Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months).

The parent is seeking the free childcare to enable them to work:

- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

Parents should check their own eligibility for the scheme using the government's Childcare Choices website or childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide The Nest Nursery with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the nursery with this information as soon as possible in order to avoid delay. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

The LA will audit the eligibility codes at several points during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the nursery as soon as possible where parents have fallen out of their eligibility. The nursery will then notify parents within five working days.

If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30-hour place, they

should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

Other information related to the 30 hours free childcare scheme can be found in the nursery's Nursery Fees Policy

4. Equal opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

When making decisions about admissions the nursery will ensure that it aims to improve the outcomes of all children and reduce inequalities whilst upholding its duties under the Equality Act to put in place adjustments for children with SEND as required to prevent any disadvantage.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

5. Application process

Admissions to The Nest nursery will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Parents choosing to send their child to the nursery will have to register their interest with the School Business Assistant in the school office. Forms can be downloaded online. Once they have completed the form they will be added to the waiting list. The nursery will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

Once a place is available, parents will receive a formal written offer which they will need to accept or decline in writing. After accepting the place, they will need to send in their child's birth certificate and proof address.

TWINS, TRIPLETS OR OTHER CHILDREN FROM MULTIPLE BIRTHS

The nursery does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the nursery will admit twins and children from multiple births when one of the siblings is the twenty-fifth child admitted*. The Nest nursery has an agreed Published Admission Number (PAN) of 26 pupils for entry in nursery and cannot go over this.

The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined. Children are eligible for free childcare from the relevant dates up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

A child born between:	Will be eligible for a free place from:	: Register in school by:
Born between 1 January-31 March:	eligible from the start of term beginning on, or following, 1 April after the child's third birthday	1 st March
Born between 1 April-31 August:	eligible from the start of term beginning on, or following 1 September after the child's third birthday	1 st July
Born between 1 September-31 December:	eligible from the start of term beginning on or following 1 January after the child's third birthday	1 st December

The school can accommodate a maximum of 26 nursery children.

For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata'd number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

The LA will ensure that any three or four-year-olds moving to England from another country can access their free place on the same basis as other children.

Parents will also be reminded of their possible eligibility for tax-free childcare through the digital childcare service to cover additional childcare costs, e.g. school holidays.

The sessions offered to nursery children are currently as follows:

- 15 hours free childcare:
three hours free childcare daily, between the hours of 8:40am-11:40am Mon - Fri

- **30 hours free childcare (Extended Hours):**
Monday – Thursday 8.40am – 3.15pm
Friday 8:40 – 12:20

*30 hour children will need to bring a healthy packed lunch.

6. Application timetable

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible.

Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday. Please note registering your child does not guarantee school has a confirmed place available

Formal applications for nursery places must be made as follows:

- For places in the Spring term – 1st December
- For places in the Summer term – 1st March
- For places in Autumn term – 1st July

Application forms can be obtained from the main school office or from the school's website: <https://www.newboldchurchschool.co.uk/about-us/eyfs-1/nursery>

Acceptance and non-acceptance letters are sent out on the following dates:

- For places in the Spring term – December
- For places in the Summer term – March
- For places in Autumn term – July

- 1.1** Where places are remaining, later admissions are possible, up to the agreed admissions limit. The nursery may consider applications for admission during the academic term; however:

In-term admissions are accepted strictly at the discretion of the nursery.

The nursery will take into account factors including, but not limited to, current occupancy, staffing levels, the settling-in needs of the child, and the overall wellbeing and stability of the existing group.

The nursery reserves the right to decline an in-term admission if it determines that accepting the child at that time may:

- Compromise staffing ratios
- Disrupt existing cohorts
- Affect the quality of care or safety
- Fail to meet the individual needs of the child

Decisions regarding in-term admissions are final.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

7. Additional costs

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Nappies (£1)
- Wipes (£2)
- Sun cream (£2.50)

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary.

Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.

The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

Additional sessions can be arranged (where available) in collaboration with The Nursery at a cost of £16.50 per session (3 hours). See Fees policy for further information.

8. Oversubscription

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

Children with an EHC plan that does not name the school will be referred to the school's Headteacher to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The Local Trust Committee may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.

The oversubscription criteria, set out in priority order, are as follows:

- LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
- Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
- Children who will have a sibling attending the nursery or the main school at the time of admission
- Children of staff who have:
Been employed at the nursery or school for two or more years at time the application for admission is made

Been recruited to fill a vacant post for which there is a skill shortage

- Children living within the catchment area for the nursery
- All other children

The Local Trust Committee may also give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

9. Reserve list

In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.

If a place becomes available, the nursery will contact the parents of the child at the top of the list.

The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.

Placing a child's name on the reserve list does not guarantee that a place will become available.

10. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. The nursery will require a minimum of two weeks' notice, or parents may be subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

11. Places for Rising 3's

In circumstances where a child has reached the age of 3, but not yet passed the beginning of the term following their third birthday, The Nest may be able to offer a place for the child as a 'Rising 3'.

Rising 3 places are subject to availability, and cannot take the Nursery past the registered 26 places.

Places as a Rising 3 can be offered by The Nest where parents feel their child is ready to access a nursery provision. These are limited to a maximum of 15 hours.

Should the number of requests for Rising 3 places exceed the number of places available in the nursery, the oversubscription criteria (Point 5) will apply.

Places will be prioritised for children who have passed the beginning of the term following their third birthday before being offered to Rising 3's.

Parents of children classed as 'Rising 3' – i.e. above the age of 3 but before the term of their third birthday, may be eligible for government funding. Parents should check their own availability for the scheme by using the Governments Childcare Choices Website or Childcare Calculator. If parents are eligible they will be directed to the digital childcare service to apply.

If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme.

Where parents are not eligible The Nest is able to offer Rising 3 provision at a cost of £5 per hour, (£15 per session), to a maximum of 15 hours per week. Information relating to the payment of Nursery fees can be found in The Nest Fees Policy.

12. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education

- A family registering their child at two maintained settings

Delayed starts and withdrawn places

- Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.
- If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks** notice. Parents may be charged for this period, or it may come out of their nursery entitlement.

Notice of a delayed start or withdrawal must be in writing

13. Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
 - The child is not of the appropriate age
 - Parents are in receipt of a Final reminder letter in relation to debt recovery – whereby The Nest will suspend the child's place within The Nest until a point at which the debt has been recovered.
- a. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
 - b. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

14. Admission to Reception

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September

- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Securing a place within the Nursery does not automatically entitle the child to place in the school. An application will need to be made and this application will be subject to the same admissions criteria as those made by parents outside of the Nursery. Please see the DfE guidelines around school admissions criteria - <https://www.gov.uk/schools-admissions>

Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access **15** hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.
- Complete a Reception application form by **15 January**, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.

*Please also refer to Newbold CE Primary School Admissions Policy

15. Transition arrangements

Parents are invited to visit the school prior to the transition, and further visits are arranged according to the child's needs.

A photograph book displaying aspects of the school is used to prepare children for their transition.

During the **Summer** term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

16. Data protection

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.

Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

The nursery will act in compliance with the Data Protection Policy when processing personal data. The Trust Data Protection Policy and Privacy Notice can be accessed on the website: www.ddat.org.uk

17. Policy review

This policy is reviewed annually by the Local Trust Committee (Governing Board) and headteacher.

The scheduled review date for this policy is January 2027