Haynes Lower School
& Nursery

Nursery Admissions Policy

Policy Review:

This Policy will be reviewed annually.

Reviewed	**October 2025**
Next Review	**October 2026**

Statement of Intent

Haynes Lower School & Nursery aims to provide a quality Nursery experience for children from age 2 years 4 months until they reach school age, which is affordable, high quality and geared towards a smooth transition into the next phase of education.

The governing body 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 Haynes Lower School & Nursery.

Nursery Intake

The Nursery Class at Haynes Lower School is a 26 place Nursery based on 2 sessions per day based on 3 / 4 year olds. The number is reduced to take into consideration children under 3 years old.

Parents may register their interest in a place at the Nursery at any time by contacting the school office. These children will be entered on a waiting list to be considered for a place once they reach 2 years 4 months. Placing a child's name on the interest list does not guarantee that a place will become available for the child. The date on which a child was added to the interest list will **not** be taken into consideration when places are offered.

Nursery Session Times

Morning sessions run from 8.45am to 11.45am and afternoon sessions from 12.15pm to 3.15pm with a lunch session between 11.45am – 12.15pm. Parents may also choose full days from 8.45am to 3.15pm. Parents can request any combination of these sessions to suit their own circumstances and the number of hours they wish their child to attend. Lunch sessions are charged to all children and cannot be claimed as part of funded hours. All charges are outlined in the Nursery Charging and Attendance Policy. These charges are subject to change at any time.

Parents whose children attend all day may choose to provide a packed lunch or pay for a school meal.

Funded Childcare Places

2 Year Old Funding

Haynes Lower School are able offer places to children who qualify for 2 year old funding. Parents should check their eligibility for the scheme using the government's Childcare Choices website. If parents are eligible, they will be directed to the digital childcare service to apply.

3/4 Year Old Funding (15 hours)

All children are entitled to 15 hours of childcare a week from the term after their 3rd birthday. Parents do not need to apply for this through the digital childcare service.

Eligibility for 3/4 Year Old 30 Hours Funding

Haynes Lower School offers 30 hours funded childcare as an extension to the universal 15 hours funded childcare for children aged 3-4 years old from the term after their 3rd birthday. Parents should check their eligibility for the scheme using the government's Childcare Choices website. If parents are eligible, they will be directed to the digital childcare service to apply.

Parents are only able to start claiming their 30 hours funded 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 school with their unique code when completing the termly funding form. As the funded childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.
If parents cease to meet the eligibility criteria, they will receive a 'grace period', ie they will continue to receive the 30 hours funded childcare for a short period of time. The grace period will not continue once a child has reached compulsory school age.

It is the parent's responsibility to ensure they have a valid extended funding code and if the code is not valid or out of the 'grace period' Haynes Lower School and Nursery will charge for the hours attended. Non-funded session fees are outlined in the Nursery Charging and Attendance Policy. These charges are subject to change at any time.

Offering Places

Children are normally admitted to the Nursery at the beginning of each term. Places will be offered by contacting parents by email using the contact details provided and the offer will be confirmed upon payment of the Registration fee. If no response is received by the date specified on the offer letter, the place may be offered to another child on the waiting list. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Being offered a place does not guarantee first preference with regards to session options.

If there are more children on the waiting list than places available, priority will be given in line with the Oversubscription Criteria.

Decisions are final and there is no right to appeal.

Oversubscription Criteria

Should there be more applications than places, the following criteria will be used to determine how places are allocated:-

1. Children who have an Education, Health & Care Plan (EHCP) that names the school are admitted before the oversubscription criteria are applied
2. Children of current members of staff
3. Children who are 'Looked After' in accordance with Section 22 of the Children Act 1989
4. Children who are on the Child Protection Register and live in the catchment area of the school
5. Children who live in the catchment area of the school and have siblings of compulsory school age attending the school at the time of admission
6. Children from the catchment area of the school
7. Children where there is outside agency involvement and live in the catchment area of the school
8. Children from outside the catchment area who have siblings attending the school at the time of admission
9. Children from outside the catchment area

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Withdrawing Offers

Once a written offer has been made, there are limited circumstances in which an offer would be withdrawn. These are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer by the offer deadline

Refusal of Admission

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

- The Nursery has reached its admissions limit
- The child is not of the appropriate age
- The Nursery cannot meet the child's needs

Parents do not have the statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the Special Educational Needs and Disabilities (SEND) tribunal against the provision named by the authority in an EHCP.

Stay and Play Sessions

In order to aid a child settling into the Nursery environment, they are invited for 2 stay and play sessions prior to joining the Nursery.
Session 1 is for around 1 hour and the child is accompanied by a parent.
Session 2 is for around 2 hours when the child is unaccompanied.

Home Visits

When possible, all children who have accepted a place will be visited at home by 2 members of the Nursery staff, at a pre-arranged time during the first working week of the academic year. If a child joins Nursery part way through an academic year, their home visit will be arranged as soon as is practicable however it may not be until the start of the following academic year.

Home visits help to begin forming relationships between parents, teachers and children and supports the sharing of key information and the building of secure attachments.

Leavers During the Year

Please refer to our 'Nursery Charging & Attendance Policy' for details of the notice period required to remove a child from our Nursery.

Admission to Reception

Children who attend the Nursery **do not** have an automatic place in the Reception class at Haynes Lower School and parents should apply through their Local Authority admissions. The application period for reception admission is normally during the Autumn Term following the child's 3rd birthday. It is the parent's responsibility to apply for a school place.

If a child is not offered a place in the school of their choice, there will not be an option for children to remain in the Nursery for the following academic year.

Transition Arrangements

Our Nursery staff will liaise closely with colleagues in Reception classes, or other Nurseries, to plan for a smooth transition to their chosen or allocated school. Nursery staff will send reports and other agreed records to the school or Nursery admitting the child, as appropriate.