BRAMLEY ST PETER'S CHURCH of ENGLAND (VOLUNTARY AIDED)

PRIMARY SCHOOL

Journeying together with God

Nursery Admissions Policy

Bramley St Peter's is a Church of England Voluntary Aided Primary School for which the governors are the admissions authority.

Introduction

Bramley St Peter's Nursery is a school based Nursery, taking children from the term after they turn 3 years old. We are a 52 place Nursery, offering free childcare places to 26 children in the morning and 26 in the afternoon. All children are entitled to receive 15 hours of provision at a setting from the term after they turn 3. Some children may also be eligible for the 30 hour entitlement.

To gain a place at the Nursery, parents/carers must complete a standard application form available at the school office. Parents/carers may register their interest for their child to gain a Nursery place in advance of their child's 3rd birthday. At this point they will be placed on a waiting list according to the allocation criteria set out in this policy. NB this does not guarantee the child a place.

Session timings

	Start time	Finish time
Morning session	8.45	11.45
Afternoon session	12.15	3.15

Lunchtimes

Lunchtime is from 11.45 until 12.15. During this time, the children can either be provided with a hot dinner by school or bring a packed lunch from home. Information on hot meals and healthy packed lunches are available on our website. The children are supervised by staff from the Early Years and wider staff teams.

There are two options for lunchtime:

- Option 1 – children who are with us for full days (8.45-3.15) can choose to bring a packed lunch. This does not incur any additional cost.
- Option 2 - children who are with us for full days (8.45-3.15) and wish to have a hot meal this will incur a cost of £3.10 per day.

Children entitled to the Early Years Pupil Premium funding will not be charged for any lunchtime costs.

Breakfast Club and after School Club

In addition to our above session patterns, we offer wrap around care at our Breakfast Club and After School Club. This is provided within school by qualified staff who ensure the children quickly become familiar with them before accessing the care.

Please note that the Government funding for the free Breakfast Club (8.15-8.45) is not provided for Nursery aged children. This therefore means the only Breakfast Club available to Nursery children is the Early Bird Breakfast Club option, available from 7.30am. There are limited places for Nursery children and the school website gives more details about these provisions and how to book a place.

15 hours entitlement

All children are entitled to the 15 hour free childcare entitlement the term after their 3rd birthday.

This arrangement is offered at Bramley St Peter's in a variety of ways.

	Timings
Morning sessions	Monday, Tuesday, Wednesday, Thursday and Friday (am session only)
Afternoon sessions	Monday, Tuesday, Wednesday, Thursday and Friday (pm session only)
Beginning of the week block	Monday (am and pm sessions) * Tuesday (am and pm sessions) * Wednesday (am session only)
End of the week block	Wednesday (pm session only) Thursday (am and pm sessions) * Friday (am and pm sessions) *

* There is a charge for full days to cover meal costs at lunchtime if a hot meal is chosen. See lunchtimes section (above) for more information.

Any changes to sessions requested by parents/carers will be reviewed and, if it is possible, they will be organised to begin at the start of the following term. There will be no changes to sessions during the term.

Extra sessions can be bought, in addition to the basic 15 hours of provision, should there be availability. This will be reviewed on a half termly basis and are therefore not guaranteed for a full academic year. Each half term written communication will be sent with the outcome of the review and as much notice as possible will be given when extra hours are removed. The total cost of each 3 hour session will be £20 and this must be paid in advance prior to each week. If payments are not made in a timely manner then we have the right to withdraw the option of attending for extra sessions.

30 hours entitlement

To be eligible for the 30 hours entitlement, parents/carers must meet the Government criteria:

- Your child is either 3 or 4 years old.
- Both parents must be working - or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000.

It is the responsibility of the parent/carer to request their 30-hour code by the set deadline and then pass this to school. This needs to be done before the end of the previous term prior to entry to Nursery. Failure to do this may result in 30 hours of provision not being given.

If your circumstances change and you are no longer eligible for the **30** hours funding, the government offers a 'grace period'. After the grace period, your child will still receive the **15** hours entitlement.

We currently have a maximum of 13 places available for 30 hour childcare. This is subject to review at the start of each term.

Children eligible for 30 hours of provision attend all sessions in the week. There is a charge to cover meal costs at lunchtimes. See lunchtimes section (above) for more information.

Admissions

School holds a waiting list of children whose parents/carers would like their child to gain a place in Nursery. Being on the waiting list does not guarantee a place in the first instance and places are not offered on a 'first come, first served' basis. The length of time a child is on the waiting list does not influence decisions about places. The list is reviewed in week 3 of each term and then again in the first week after the half term break. Places will be allocated as set out in the criteria below.

Late applications will be considered and processed after all on-time applications. Where places are available and a late application form has been received, for example, should a family move into the area during a school term, a place may be offered in accordance with the criteria of this

admissions policy and a start date outside of the normal beginning of term start dates may be agreed in consultation with our school.

Places are offered annually in May for children to start Nursery in September. If places are available, start dates in January and April are offered for those children who have turned 3 years old in the previous term (see table below).

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

If the Nursery is not full at any point throughout the year, available places will be offered in accordance with the criteria listed below.

Allocation criteria

Children with an Education, Health and Care Plan (EHCP) which names the school will be offered a place first.

Where there are more applications than places available, Governors will allocate places for both 15 hour and 30 hour childcare in accordance with the following criteria:

1. Looked After Children, those children who were Looked After immediately before they became subject to an Adoption, Child Arrangements Order or Special Guardianship Order and Looked After Children who were previously in care outside England.
2. Sibling link - children who have an older brother or sister who will still be attending school at the normal time of entry to Nursery (see ‘points to note’ below).
3. The position of the children's home address in relation to the school.

Attendance & loss of Nursery place

If attendance and punctuality is poor, the Assistant Head for EYFS will talk to the parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's records.

If after a period of two weeks’ attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents/carers.

Points to Note

- Brother or sister includes half brothers /sisters, stepbrothers and stepsisters or long term foster children, if they live in the same household.

- The distance between home and the Nursery is measured as a straight line between the centre of our Nursery and the home. The Royal Mail Postcode Address file is used to determine a postcode.

- Children attending Nursery do not automatically receive a place in the main school and parents must apply for a place in reception class at the appropriate time using the local authority online system and the school supplementary information form.

- Children who are not offered a place in Nursery due to being oversubscribed will be automatically placed on the waiting list which is held in the Admissions Policy criteria order as detailed above.

- If your child has an additional need and you are considering applying to our School Nursery, we recommend that you visit in advance and have a conversation with our staff to discuss your child's needs and what provision is possible.

- Fees for Nursery are paid, in advance, on ParentPay under the heading 'Nursery Fees'. They should be paid for a minimum of a week in advance. Fees are noted on the ParentPay system as to what they include e.g. meals and supervision at lunchtime. Failure to keep up to date with payment of fees will mean that the additional services (over and above 15/30 hours) will be removed. It will then be the parents/carers responsibility to provide care and lunch over the lunchtime period.

- If parents/carers experience difficulties which affect their ability to make payments, they should contact school staff for a confidential discussion.

- If a child is collected late on a regular basis then this impacts on the staff team in Nursery. As a result, a session of provision will be used to pay the costs. This would mean that a child is not able to attend Nursery for a session.

- The Nursery class will hold Parent and Child Stay and Play Sessions during the second summer term, prior to the September intake each year. Children admitted during the year will be invited to visit the Nursery for a play session before they actually start. Additionally home visits, when possible, will also be arranged for all children who have accepted places. The home visit will be arranged and conducted by the Nursery Teacher who will be accompanied by a Nursery colleague or another member of the school staff, for example

the SENDCO or Deputy Head Teacher. These visits will be arranged before the end of the academic year (June or July). Children who join the Nursery at other points during the school year may receive a prearranged home visit before they are due to start.

Policy ratified by the Governing Board – 17th September 2026
Policy to be reviewed – April 2027