Nursery Admissions Policy

Reviewed July 2026
Next Review July 2027

Nursery Admissions Policy

FOUNDATION 1 (Nursery)

All 3 and 4-year-old children are entitled to 15 hours of early learning and care. This is known as their free entitlement and is available in local authority schools, pre-schools, playgroups, private day nurseries and independent schools.

The school has facilities available for 3 – 4 year olds. Children attend either five morning or five afternoons or during school terms.

Parents/carers wishing their children to attend our nursery are invited to contact the school office to place their child's name on the waiting list. However, this does not automatically guarantee a place will be available. Parents/carers will be notified with an offer when a place becomes available.

Entry to a school's nursery does not guarantee entry to main school at reception age. All children attending the nursery will leave the school nursery register when they reach the time of transfer from non-statutory to statutory education at the age of 5. (Please see the school's admissions criteria.)

Parents will then be able to arrange their children's admission to the school serving their home address, or seek a place at any other school of their choice.

Criteria for Admission to Abbey Primary School Nursery

Children will be admitted into nursery based on a first-come first-served criteria, based on the date of the registration with school of their wish to have their child have a place in Abbey Primary School's F1 class.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon places rests with the Headteacher, taking such issues as individual needs, class size and gender balance into account.

Admissions Procedure

- Parents will be notified of a child's place during the **half term** before admission to Nursery. This notification will be sent by email and will include:
- Date of Admission
- Dates for our transition days (getting ready for Foundation 1)
- An acceptance form to be completed by parents. Failure to return this form acknowledging acceptance of the nursery place could result in the offer of a child's place being withdrawn

<u>30 Hour Provision</u>

Working parents/carers of 3 and 4 year olds may be eligible for a further 15 hours per week of free childcare in addition to the existing free 15 hours. This is known as the 30 Hour Entitlement. Please also see **www.nottinghamshire.gov.uk** and **www.childcarechoices.gov.uk** for full details regarding the eligibility criteria. You will need to reapply every 3 months.

Abbey Primary School offers Government funded 30 Hour Provision for eligible children or privately funded by those parents requesting it.

Parents will be informed if the additional hours are available to them the half term before admission, at the same time that their place is confirmed.

A £5 charge will apply per day for children attending F1 all day to cover the cost of both lunch and childcare whilst the children have lunch.

Foundation Stage 1 Provision for 3 and 4 year olds

Morning F1 8.30am – 11.30am – Universal free 15 hours provision from the term following a child's third birthday.

Afternoon F1 12.30pm – 3.30pm - Universal free 15 hours provision from the term following a child's third birthday.

All Day F1 8.30am – 3.30pm – 30 Free Hours for eligible parents (£5 daily charge to cover lunch and lunchtime supervision = 25.00 per week.)

All Day F1 8.30am – 3.30pm – 15 free hours and additional 15 hours charged at £8 per hour (£24 per day £120 per week plus £5 daily charge to cover lunch and lunch time supervision = £145.00 per week.) Please note that in the event your child is absent from school, you will still be charged.

In the event of over subscription, additional hours will be allocated using the same criteria as above. Priority for the allocation of morning F1 places will be given to those pupils requiring 30-hour provision.