



Nursery Admissions Policy

September 2026

Author	Publication Date	Review Cycle
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MISSION:

TOGETHER WE CAN ACHIEVE

Be kind to one another and build each other up. 1 Thess 5:11

VISION:

WE AIM TO DEVELOP A **PASSION FOR LIFELONG LEARNING**
EXPLORING **LIFE IN ALL ITS FULLNESS**
WITH **HOPE AND ASPIRATION**
THROUGH A **WORLD CLASS EDUCATION**

I have come that they may have life, and have it to the full. John 10:10

SCHOOL VALUES:



Jeremiah 31:3

*I have loved you with an everlasting love;
I have drawn you with unfailing kindness.*



Psalms 118:24

*This is the day that the Lord has made;
let us rejoice and be glad in it.*



Psalms 133:1

*How good and pleasant it is when
God's people live together in unity!*



Jeremiah 29:11

*For I know the plans I have for you,
declares the Lord.
Plans to prosper you and not to harm you,
plans to give you hope and a future.*

Sneinton St Stephen's Church of England Primary School

Nursery Admissions Policy

1. Introduction

At Sneinton St Stephen's, we want every child to feel welcomed, valued and ready to flourish from the beginning of their school journey. Through nurturing relationships, inclusive practice and close partnership with families, our nursery provides strong foundations for lifelong learning.

2. Overview and Purpose

The Nursery Admissions Policy sets out the principles, procedures and criteria for the admission of children to the nursery provision. It is designed to ensure that admissions are handled fairly, transparently and in line with statutory requirements and local authority guidance. The policy operates outside the School Admissions Code but reflects principles of fairness, transparency and equality. The policy applies to all children attending the nursery and to all staff involved in nursery admissions, funding and day-to-day operation.

3. Aims and Principles

The nursery aims to:

- Provide high-quality early years education in a safe, nurturing and inclusive environment.
- Ensure a fair, transparent and consistent admissions process.
- Make nursery provision accessible to eligible children and families.
- Comply with statutory guidance and local authority requirements.
- Work in partnership with parents and carers to support children's development and wellbeing.

4. Values and Ethos

The nursery values all members of its community and is committed to equality, inclusion and respect. We believe that children learn best when they feel safe, nurtured and supported. Our ethos promotes kindness, independence, confidence, curiosity and a positive attitude to learning, working in close partnership with parents and carers.

5. Nursery Provision and Capacity

The nursery provides early education for children aged between 3 and 4 years. Capacity is determined by available accommodation and statutory staffing ratios.

Session numbers and group sizes may vary depending on staffing structure and age ranges but will always comply with EYFS requirements.

6. Nursery Sessions and Opening Times

The nursery offers a combination of morning, afternoon and full-day sessions. Typical session patterns include:

- Morning session: **08:45 to 12:00, including lunchtime** (26 places)
Children accessing the universal entitlement receive 15 funded hours each week. The additional 15 minutes within each morning session is provided by the school without charge.

- Afternoon session: **12:15 to 15:15** (26 places)
- Full-day sessions for eligible children: **08:45 to 15:15**

Parents may express preferences for morning, afternoon or full-day sessions. Every effort will be made to accommodate preferences, however this cannot be guaranteed. Once allocated, sessions are normally fixed, except where annual review points apply.

7. Admissions Age and Eligibility

7.1 Age of Admission

Children are eligible for a nursery place from:

- The term after their 3rd birthday (universal entitlement).

7.2 Admission Schedule

Admissions usually take place three times per year, subject to availability, with children starting in September, January and April.

- Pupils with 3rd birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).
- Pupils with 3rd birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
- Pupils with 3rd birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

By prior arrangement between the school Early Years Lead and parents/carers, with the authorisation of the Headteacher, children may be admitted earlier, once their 3rd birthday has passed. This is dependent on agreement that early admission is in the best interests of the child.

8. Funding Early Education Entitlement

8.1 Types of funding

Funded Early Years Entitlement provides government-backed childcare for young children, helping families balance work and home life. In England, children can access universal entitlement from age three. The funding supports high-quality early education, focusing on play-based learning, language development, and social skills. Providers must meet statutory standards, ensuring safe, inclusive, and stimulating environments. For parents, the entitlement reduces childcare costs and improves access to consistent provision. For children, it builds strong foundations for learning, wellbeing, and school readiness, promoting equality of opportunity during the most important years of development for all families nationwide.

Children aged 3 & 4

All children are entitled to:

- 15 hours per week (universal entitlement)

Children may be entitled to

- 30 hours per week (working parent entitlement)

The universal entitlement provides 570 funded hours a year, usually taken as 15 hours per week over 38 weeks. At Sneinton St Stephen's, funded hours are offered through agreed session patterns, subject to availability. The funded hours allocated to each child will be confirmed with parents and carers before admission.

Parents and carers can check their eligibility for the working parent entitlement using the [government childcare calculator](#).

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when an agreed grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

It is the parent/carer's responsibility to apply for funded childcare through the government's online portal.

Children attending during lunchtime may bring a suitable packed lunch from home or purchase an optional school meal.

8.2 Parent and Carer Responsibilities

Where children become eligible for funded sessions, parents and carers are responsible for:

- Providing your eligibility code and confirmation details before funding can start.
- Completing and signing a Parent or Carer Declaration Form before funded sessions begin.

Funding will begin from the relevant eligibility period once the school has received and verified the required information. Parents and carers will be advised in writing of the date from which funding applies.

The Parent or Carer Declaration Form will confirm

- The funded hours your child will attend
- Whether you agree to pay for any additional services or consumables
- That you have read, understood and agreed with our nursery policies

9. Additional hours, Charges and Consumables

Funded hours are delivered free of charge. Subject to availability, parents and carers may choose to purchase additional nursery sessions beyond their child's funded entitlement. An optional school meal is also available. Charges apply only to additional, non-funded sessions and optional services. Parents and carers are not required to purchase additional sessions or a school meal to access their child's funded entitlement.

Session Type	Time	Cost
Additional Morning Session (includes lunchtime provision)	08:45 to 12:00 3 hours and 15 minutes	£21.60 per day
Additional Afternoon Session	12:15 to 15:15 3 hours	£21.60 per day
Optional School Meal	Served during lunchtime	£2.20 per day (booked via Arbor payment system)

Children may bring a packed lunch instead of purchasing a school meal. Purchasing a school meal is not a condition of accessing funded childcare hours.

Payments must be made via our online system, Arbor. Charges and payment arrangements are operated in accordance with the school's Charging and Remissions Policy.

10. Application Process

Parents wishing to apply for a nursery place must:

- Complete the nursery application form available online on our school website or a paper copy can be provided by our school office.
- Provide proof of the child's date of birth.

- Provide proof of address and parental responsibility.

Applications may be submitted at any time. Offers are made subject to eligibility and availability of places.

Admission to the nursery does not guarantee or give priority for admission to Reception or any other year group. Applications for statutory school places must be made separately through Nottingham City Council and will be considered under the relevant admission arrangements.

A child may continue to attend nursery until reaching compulsory school age, subject to the availability and suitability of the place. Parents and carers should be aware that remaining in nursery may not provide the most appropriate educational experience once the child's peers have transferred to Reception. Any decision will be discussed carefully with the family and informed by the child's individual needs and best interests.

11. Oversubscription Criteria

Where applications exceed available places, the following oversubscription criteria will be applied in the order shown:

1. Children in care ("Looked-after children - LAC") and all children previously in care ("Previously looked-after children - PLAC") including those children who appear (to the admitting authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted ("Internationally adopted previously looked after children - IAPLAC"), who apply for a place at the school.
2. Children with exceptional Medical or Social need that can only be met at the academy (having specialist provision for example). Applications in this category must be supported by a statement in writing from a doctor, social worker or other relevant suitably qualified professional. This is necessary because you are asking the academy to assess your child ahead of other children. Each case will be considered by the Admission Authority based on the interests of the child concerned.
3. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church of England Church and the child has a sibling on roll at Sneinton St Stephen's C of E Primary School, at the time of the child's admission.
4. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church of England Church
5. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church/Organisation, which is affiliated to 'Churches Together in England' and the child has a sibling on roll at Sneinton St Stephen's C of E Primary School, at the time of the child's admission.
6. A child with a sibling on roll at Sneinton St Stephen's C of E Primary School at the time of the child's admission.
7. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church/Organisation, which is affiliated to 'Churches Together in England'.
8. A child with a special educational or medical need, which can be met at Sneinton St Stephen's CE Primary School.
9. A child whose family are seeking a Christian environment for their child's education.
10. Any other children

A waiting list will be maintained for unsuccessful applicants

12. Transition Arrangements

Prior to starting nursery, parents and children will usually be invited to:

- Visit the nursery and meet staff.
- Attend settling-in or transition sessions.

Families are strongly encouraged to participate in agreed transition arrangements. Where a family is unable to attend, the school will discuss any barriers and consider suitable alternatives. A place may be withdrawn where a family does not respond to repeated contact or does not take up the place by the agreed date, following reasonable efforts by the school to establish the circumstances.

13. Attendance

Regular, sustained attendance is an important part of life in Nursery. We aim to support children and families in developing the routines and rhythms of school life from the very beginning. Therefore, we are keen to promote this from the start of Nursery and encourage families to work in partnership with us. Where needed, we work closely with parents and carers to support good attendance and discuss flexible arrangements if appropriate.

Children benefit from regular attendance through stronger relationships, greater security, and improved readiness for learning. A prolonged or repeated absence without good reason may result in a child's place being reviewed.

14. Safeguarding

The nursery operates robust safeguarding arrangements. Safeguarding concerns are managed in line with school procedures and local safeguarding partnerships.

15. Staffing and Ratios

Staffing ratios, qualifications and paediatric first-aid arrangements comply with the current EYFS statutory framework. Staff receive safeguarding training appropriate to their roles.

16. Special Educational Needs and Disabilities

The nursery is committed to inclusive practice and operates in line with the Equality Act (2010). Children with additional needs are supported through reasonable adjustments, liaison with parents and, where appropriate, access to local authority inclusion funding and external support.

17. Toileting and Intimate Care

Children will not be refused admission solely because they are not yet fully toilet trained. Intimate care will be provided sensitively and with respect for each child's privacy and dignity, in accordance with the school's Intimate Care Policy. Where a child has additional medical or developmental needs, the school will work with parents, carers and relevant professionals to agree appropriate support or an individual care plan. Parents and carers may be asked to provide personal items such as nappies, wipes and spare clothing.

18. Complaints

Any complaints relating to nursery admissions or the operation of this policy should be raised with the Headteacher. There is no statutory right of appeal for nursery places.

19. Links with other policies

This policy should be read alongside the school's:

- Charging and Remissions Policy
- Equality Policy and objectives
- SEND Policy and SEND Information Report
- Safeguarding and Child Protection Policy
- Attendance Policy
- Intimate Care Policy
- Complaints Policy

20. Review

This policy will be reviewed annually or in line with changes to local authority guidance.

Date of next review: September 2027