Bushfield Nursery and Infant School

Nursery Admissions Policy

Updated Spring 2026 - Next review: Spring 2027

The policy will be reviewed annually

NURSERY ADMISSION POLICY AND PROCEDURES

All Nursery aged children are eligible for 15 hours universal free Nursery provision a week. Some children may be eligible for 30 hours, provided parents fulfil certain criteria as listed below:

- 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
- You live in England

Parents can find out more and register for 30 hours provision at: www.beststartinlife.gov.uk

The following policy has been agreed by the Governing Body and the policy is on the Schools website and follows the latest Government legislation regarding admissions.

Bushfield Road Nursery can admit a maximum of 39 pupils for each session and is open term time only from 9am until 3pm, 39 weeks a year.

At Bushfield Road Nursery, the children can start in Nursery after the term after they turn three years old when their universal 15 hours funding starts. Places are allocated in the Autumn, Spring and Summer terms depending upon availability. Children may want to start in Nursery in the September of the academic year that they turn four but children are able to start in the Spring or Summer terms before that. New admissions will take place termly and some children may attend Nursery for five terms if they turn three in the Autumn term or four terms if they turn three in the Spring term.

Under current legislation **all** children of Nursery age are entitled to 15 hours funded provision each week. Funded provision is financed by central and local government. At Bushfield Road Nursery the 15 hours funded provision can be taken over full days or half day sessions. Parents have flexibility to choose the days they would like to attend nursery, subject to availability. Full day sessions are for six hours from 9am until 3pm. Half day sessions run only in the morning from 9am until 12pm.

Bushfield Nursery accepts children who are entitled to 30 hours child care. Parents can choose the days and hours they would like to attend, subject to availability. They can also choose to split this funding with another setting. 30 hour places will not be confirmed until an eligibility code has been shared with the school and confirmed as an eligible code. Families are required to confirm their employment status every three months at www.beststartinlife.gov.uk, families are responsible for this check. Where families are no longer eligible, families will be required to pay for any hours over and above the universal 15 hours or reduce their time in nursery.

Bushfield Nursery also offers the parents an opportunity to top up their Nursery provision by paying for additional sessions themselves, subject to availability. Sessions can be bought in blocks of three hours at a cost of £6.00 an hour. A payment contract must be signed and adhered to, with parents being billed half termly. Ad hoc bookings are not accepted for Nursery sessions unless there are exceptional circumstances. Fees must be paid before the child attends for the Nursery session that week. Staff reserve the right to withdraw top up hours if fees are not paid on time.

In the event that there are more applicants than places, the Governing Body will put the applications into rank order according to the agreed over-subscription criteria to determine the admissions of children into the Nursery.

Applications for Nursery
Admission to the Nursery class does not constitute a promise of a place in Reception of the Infant School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

Children are eligible for admission into Nursery in the Autumn, Spring or Summer term after they have turned three. The School Office will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

In the term, before the child would start in the Nursery, the parents will be contacted to see if they still require a place in Nursery. An application form for a nursery place, which includes a request for the days and hours the child will be attending should be completed by parents and submitted to the school**.**

Allocation of Places
Allocations will be made to children who are 3 years old by the end of that term and notifications sent to parents by the half term before they start in Nursery. If there are more applications than Nursery places then places will be allocated using the over-subscription criteria as set out below.

Oversubscription
Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

1. Looked after children and previously looked after children.
2. Children who live in the School's designated catchment area.
3. Children who live outside the catchment area but have a sibling attending the school at the time of their admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).
4. Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

Determining choice of days and hours
Parents are asked to state a preference for days and hours they would like their child to attend Nursery. With the Nursery only having 39 places then the school may not be able to fulfil all parents' requests. Hours and days of attendance will be assigned on a first come, first served basis.

Late Applications
Late applications received after the closing date will be considered once the initial application process has been completed. Places from in-year applicants will be considered using the above admission criteria if there are spaces.

Informing Parents regarding applications
- Notifications about Nursery admissions will be sent to parents by the half term before they start in Nursery.
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.
- Parents/guardians will need to contact the school as soon as possible if they no longer require the Nursery place offered.

Attendance at the Nursery Class

- Meet the staff sessions will be held after school in the Spring and Summer half term. These sessions are for parents and children to attend.
- Nursery staff will make a home visit before they start in Nursery depending upon availability of staff and may also visit the children in their pre-school settings as appropriate.
- Parents will need to show staff their child's birth certificate before starting in Nursery. A copy of this will be kept on record.
- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings. These play sessions will be for children only.
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible person over the age of 14 years.
- Children that are attending full days in Nursery will need to either bring a packed lunch or pay for a school dinner. Dinners can be paid weekly or half termly and must be paid on the first day the child attends Nursery that week.
- Children eligible for Free School Meals (FSM) may access a meal free of charge in nursery where they have applied and are eligible for FSMs in the parent portal. Children are only eligible for a meal on days that they attend for the full day.
- Children will receive a snack of fresh fruit and a drink of milk every morning which is available free of charge.

Address of Pupil

Home address refers to the child's permanent home at the proposed date of admission. Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents will be asked to show evidence of their address before they start in Nursery by showing staff a recent utility bill. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

Children in Receipt of an Education, Health and Care Plan (EHCP)

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.

Contract for Payment of Nursery fees for Additional Hours.

Policy Statement

At Bushfield School Nursery we aim to keep our fees affordable and competitive and at such a level that we can provide childcare of the highest quality. Fees are currently £6.00 per hour and are reviewed annually to ensure that we continue to meet our objectives. As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible three and four year olds. Where extra hours are required in excess of funded hours, then fees are payable to Bushfield Infant School. Hours can be topped up in blocks of three hours at a cost of £18.00 per session.

Procedures

Pre-school bills are produced half termly at the start of the half term. Fees are payable weekly and must be paid in full at the school office on the Monday of that week. Fees can be paid weekly, fortnightly or for the full half term but must be paid in advance of the sessions being taken. Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason, in order that we may reserve your child's place. Failure to pay fees on time and in full could jeopardise your child's place and continued non-payment may result in your child's place being withdrawn in accordance with the procedure detailed under 'Late Payment and Non-Payment of Fees' below. Fees are payable either by cheque or cash and must be paid directly to the school office. Please do not send fee money into school in your child's book bag. Receipts are issued to Parents/Guardians for all cash payments. Please note that Parents/Guardians will be expected to pay any bank charges incurred by Bushfield Infant School as a result of their cheque being unpaid. If a cheque is unpaid, then Parents/Guardians will be expected to settle all future fees by cash.

Please Note if fees are not paid then Bushfield Nursery reserve the right to withdraw your child's additional hours.

Late Payment and Non-Payment of Fees Procedure

At Bushfield Infant School we expect Parents/Guardians to assist us with the smooth running of the school by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

Stage 1 - if payment is not made in the week that it was due then the Nursery Teacher will have an informal discussion with Parents/Guardians to ascertain when fees are likely to be paid. If fees are paid in accordance with the payment plan agreed with Bushfield Infant School, then no further action will be taken. If not:-

Stage 2 - the school will write to Parents/Guardians requesting payment/part payment by a specific date and/or a formal meeting to discuss the situation otherwise their child will no longer be able to attend Nursery for the additional hours. If no payment at all has been forthcoming by the specified date nor a payment plan agreed in writing (as detailed in Stage 2 above), then:-

Stage 3 - the School will write to Parents/Guardians confirming that their child no longer has a place at the Nursery because of their non-payment of fees and that the School reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.

Payment Contract for Fees for Additional Nursery Hours.

This contract is between Bushfield Infant School Nursery and the Parents/Guardians of _____

Under this contract the Parents/Guardians of _____ hereby agree to pay Bushfield Infant School the sum of £_____ per week for their child to attend Bushfield Road Infant School Nursery for an additional _____ hours per week.

The Parents/Guardians also hereby confirm that this sum will be paid weekly and they understand that the fees must be paid even if their child has not attended the session due to illness or holiday.

Should the Parents/Guardians be unable to make an agreed payment then they undertake to inform the School as soon as possible.

Please Note if fees are not paid for two consecutive weeks then Bushfield Nursery reserve the right to withdraw your child's additional hours.

Should the Parents/Guardians want their child to stop attending Nursery for additional hours, then two weeks' notice must be given in writing.

Signed Parents / Guardians: _____
Date: _____

Signed on behalf of Bushfield Infant School: _____
Date: _____

Payment Contract for Late Fees.

This contract is between Bushfield Infant School and the Parents / Guardians of _____.

Under this contract the Parents / Guardians hereby confirm that they can afford to pay to Bushfield Infant School the sum of £_____ per week in settlement towards the arrears of fees totalling £_____ in respect of their Child's attendance at Bushfield Road Infant School Nursery.

The Parents / Guardians also hereby confirm that this sum will be paid every week on _____ commencing on _____ until all of the arrears have been repaid.

Should the Parents / Guardians be unable to make an agreed payment then they undertake to inform the School as soon as possible.

Signed Parents / Guardians: _____
Date: _____

Signed on behalf of Bushfield Infant School: _____
Date: _____