

The Abbey Primary School Nursery Admissions Policy



Last reviewed on: December 2025

Next review due by: December 2026

The Abbey Primary School

Nursery Admissions Policy

The Abbey Primary School offers Nursery provision to pupils aged 3 and above. Children can attend from the term after their 3rd birthday. The Abbey Primary School Nursery provision provides education for a maximum of 16 children during any given session.

Funded places for 15 or 30 hours will be accepted. There will also be an option for additional fee-paying sessions (availability dependent).

Morning session 8.40-11.40a.m.

Lunch Club 11.40-12.10pm (Charged at £3.00 per session if accessing in addition to 15 hours funding)

Afternoon session 12.10-3.10p.m.

Statement of Intent

It is our intention to make our nursery accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our nursery. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Aim

- To ensure that The Abbey Primary School Nursery is accessible to all sections of the community, through open, fair, and clearly communicated procedures.
- To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy.

We care for children between the ages of 3 and 4 years of age, term time only, and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (*EYFS*). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery. We are registered with Ofsted to provide up to 16 places at any one time. We do not require children to be toilet trained on admission.

Accessibility

The Abbey Primary Preschool aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The Abbey Primary School Nursery aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its

services in locations throughout the community, in more than one language as appropriate.

The nursery exists to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The nursery advertises through the [Early years and childcare | West Northamptonshire Council \(westnorthants.gov.uk\)](#) - Families Information Service (FIS), the school and places accessible in the community.

The nursery welcomes both fathers and mothers, other relations, and carers, including childminders.

We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Applications and offering of Nursery Places at The Abbey Primary School

Registration:

- The office staff keep waiting lists of children requiring nursery places;
- Applications will be dated as they are submitted;
- Any parent or carer may register a child's name;
- Names may be registered at any time when the nursery is open (names are accepted from birth).
- Initial offers of places will be sent out in the term before the child is expected to start. Offers of places will be made in order of registration except when the nursery identifies a specific need for a priority admission;
- Every effort is made to accommodate the parental preference of morning/afternoon places over 15 hours of education and childcare;
- If places are declined, then the next child on the list is offered a place;
- When a child cannot immediately take up a place offered there must be a clear agreement, preferably in writing, between parents and school indicating for how long the place will be kept open.

Nursery Provision:

The Abbey Primary School is open during normal school term times.

- For children accessing the 15 hours of Early Years Education and Childcare Funding, places offered are either 5 morning sessions or 5 afternoon sessions, each of 3 hours, totalling 15 hours a week, 38 weeks per year. Split offer places, such as 2.5 days, are not available.
- For children accessing the 15 hours of Early Years Education and Childcare Funding, there is an opportunity to pay an additional fee to access more

hours. This is charged at the rate of £18 per session (3 hours). Funded sessions are given priority, before additional sessions are offered.

- The Abbey Primary School provides up to 30 hours of funded childcare to eligible families (refer to details of eligibility on schools' website)
- 6 hours continuous provision per day includes the lunchtime period for those children attending for the full day session. Those children attending for the morning or afternoon session only can add lunch club to their session for a charge of £3.00 per day.
- Extended school provision e.g. wrap around care breakfast and after school Honeycomb Club, are NOT part of the entitlement for either 15 or 30 hours and parents are requested to pay for such sessions if they are required.

Admissions:

- Places are allocated on a first come first served basis.
- Priority is given to children with siblings who already attend The Abbey Primary School.
- Admission will be allocated to children the term after their 3rd birthday. However, priority will be given to those children who are in the academic year before starting school.
- Parents/carers will be informed as to whether there is a place available as follows:

For start date	Parents/carers informed of place
In September	April
In January	October
After Easter	January

Funded 3-Year-Old Places For Eligible Children:

- Funded places are available the term after your child's 3rd birthday. The funding is for 15 or 30 hours per week (dependent on eligibility), for 38 weeks of the year
- Parents/carers need to check their eligibility for funded places using the on-line eligibility checker ([Get free childcare if you're working: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-free-childcare)). If successful, the reference number issued will be given to the office staff for confirmation.

Withdrawing Offers of Places:

- If parents do not take up the place offered to them by a given date without contacting the school, the offer of a place will be withdrawn.
- Places are expected to be utilised fully and if a child is absent the school should be notified;
- If a child's attendance falls below 75%, parents/carers will be expected to attend a meeting to explain the reasons for non-attendance and discuss how

it can be improved. After 4 weeks, if attendance has not improved, it will be withdrawn (if there are no extenuating circumstances) and re-allocated to a child on the waiting list.

Additional sessions (including Wrap Around Care) :

Parents can purchase additional nursery sessions and extended school provision at a charge.

All children are entitled to 15 hours funding, this is 5 x 3 hour morning or afternoon sessions (8.40 - 11.40am or 12.10 - 3.10 pm)

Please refer to Wrap Around Care policy for further information.

As from September 2017, working parents if eligible, are entitled to 30 hours funding. These charges are if you require additional sessions on top of the funded sessions.

Session Cost:

Morning - 8.40am – 11.40 am £18.00

Afternoon – 12.10 – 3.10 pm £18.00

Prices are reviewed annually.

The cost for the morning and afternoon sessions are set prices – flexibility over collection/dropping off does not alter the price. e.g. picking a child up at 2pm – price is £18.00.

Staff Ratios:

- 1:8 for 3 and 4 year olds, unless there is a qualified teacher with the children, in which case it is 1:13;

The policy will be reviewed annually.