



WEST BOROUGH
PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

Date agreed

September 2025

Review date

September 2027

West Borough Nursery Admissions Policy

When can my child start?

All children are entitled to 15 hours of *free* nursery care each week, the term after they turn three.

If both parents are working, you may be entitled to 30 hours from age two, subject to meeting certain criteria. Applications for the working families funding can be made at www.childcarechoices.gov.uk (limited places available).

If you would like your child to attend before the funding is available, you are able to pay for sessions as soon as they turn 3, subject to availability.

At West Borough Nursery, we are only able to accept children from the age of three.

We offer sessions in a flexible way between the hours of 8.35 am and 3.20pm. The free funding does not include the period in between the funded morning and afternoon sessions, which is chargeable at £3.00 (food not included), should you wish your child to stay for a full day.

If you would like your child to have a school dinner, there is an additional charge per day payable to the catering provider (this is currently £2.93 per meal) or you can provide a packed lunch.

You are also able to 'top up' your child's sessions at the start of a new term, subject to availability and charges. The costs are as follows:

- Three hour session - £15.00 (8.35am-11.35am or 12.20pm-3.20pm)
- Lunchtime period between am and pm sessions - £3.00 (11.35am-12.20pm) *This option is only available if your child stays for a full day.*

If you just wish to claim your free 15 hours, then you have the option of your child attending for mornings or afternoons or a mixture of both. There are no costs attached to this option.

If you just wish to claim your free 30 hours, then you have the option to take your child home for lunch. There are no costs attached to this option.

How many places are available?

There will be a maximum of 30 children in each session.

How are places allocated?

Your child will be added to our waiting list once an online 'Application form' form has been completed. Families are invited to put their child on the waiting list at any time before their 3rd birthday, however this does not guarantee their child a place.

Prior to each intake, we will then request further information via another online form. This will be sent by email to the address provided in the initial application.

As an over-subscribed Nursery, we are not always able to offer 3 intakes a year. When the nursery is oversubscribed, priority is *not* given to date of application, but will be given to applicants in the following order:-

1. Siblings currently attending the Nursery or school
2. A small number of places will be offered to children with special educational, social, emotional or medical needs
3. Children of current staff members
4. Date of birth – oldest to youngest
5. Nearness of the child's home to the school – with those children living nearer being given priority

Sessions are allocated in accordance with the above criteria by the following dates:-

Eligible for funding from September - 30th June
Eligible for funding from January - 31st October
Eligible for funding from April - 28th February

If you are accessing the working families funding, your child will be able to start from their 3rd birthday provided you will not be claiming the funding at another setting during the term they turn 3.

You will be advised of the sessions that are available for your child by these dates and will be offered an appointment to visit the Nursery.

In some circumstances, depending on availability, children may be able to start after their 3rd birthday and before they are eligible for funding. We would not be able to confirm these places until after the start of each term.

Attendance

We believe that attending Nursery regularly is very important and helps children to feel secure and learn routines and expectations. If your child does not attend their allotted sessions regularly, it might be necessary for us to review the sessions that you have been offered so that another child can access our Nursery.

Charges for additional sessions:

15 hours free sessions a week - equates to 5 morning or afternoon sessions.

Any additional sessions (including lunch) will be charged termly at the rates below.

Morning Session	8:35am	-	11:35am	£15.00
Lunch Session	11:35am	-	12:20pm	£3.00
Afternoon Session	12:20pm	-	3:20pm	£15.00

30 hours free sessions a week - equates to 10 sessions. Lunch sessions are chargeable as these are not covered by the funding.

Please note: Lunch sessions do not include lunch – School dinners are available at £2.93 per day, or you may send in a packed lunch. Lunch sessions are only an option if you want your child to stay at nursery ALL DAY and is in addition to the 5/10 funded sessions.

Applications are via an online form

<https://forms.office.com/e/KdbAFY9ZfZ>

APPLICATION FORM

We offer sessions in a flexible way between the hours of 8.35am and 3.20pm. All children are entitled to 'Universal Nursery Funding' of 15 hours of *free* nursery care each week, the term after they turn three. If both parents are working, you may be entitled to 15 hours from age two, or 30 hours from age three, subject to meeting certain criteria. Applications can be made at www.childcarechoices.gov.uk (limited places available).

At West Borough Nursery, we are only able to accept children from the age of three.

The funded sessions do not include the period in between the funded morning and afternoon sessions, which is chargeable at £3.00 per day, should you wish your child to stay for a full day.

School dinners are available at an additional charge of £2.93 per day, or you may send in a packed lunch.

You are also able to 'top up' your child's sessions, subject to availability and charges. The costs are as follows:

- Three hour session (am or pm) - £15.00
- Lunchtime period between am and pm sessions - £3.00

If you just wish to claim your free 15 hours then you have the option of your child attending for mornings or afternoons or a mixture of both. There are no costs attached to this option. There will be a maximum of 30 children in each session.

As stated in our Nursery Admissions Policy, when the nursery is oversubscribed, priority is not given to date of application, but will be given to applications in the following order:

1. Siblings currently attending the Nursery or school
2. A small number of places will be offered to children with special educational, social, emotional or medical needs
3. Children of current staff members
4. Date of birth – oldest to youngest
5. Nearness of the child's home to the school – with those children living nearer being given priority

Prior to each intake session, we will then request further information via another online form which will be sent by email to the address provided in the initial application.

Please complete the following information regarding your preference of days/sessions and your eligibility for the different funding options that are available to you.

You can check which funding option applies to your particular circumstances here

<https://www.childcarechoices.gov.uk/>

*(Please note, West Borough Nursery are **NOT** able to admit children to the nursery until they are **3 years old**).*

If you are eligible for the Working Families Funding, you will need to supply us with your Eligibility Code. You must apply for this here <https://www.gov.uk/apply-free-childcare-if-youre-working>