

**Nursery Admissions Policy**

**2025-26**

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| **Last reviewed:** | May 2025 |
| **Reviewed by:** | Jess Bunker, Deputy Head Teacher |
| **Approved by Governors on:** | June 2025 |
| **Next review due by:** | June 2026 |

**Nursery Admissions Policy 2025-26**

The Nursery at Albemarle is an integral part of the school. It is situated on our Early Years corridor, on the ground floor of the Lower School building, and the children have access to a large, safe and secure outdoor learning space, which they share with Reception classes at certain points in the day.

For many of our children, Nursery is the very start of their learning journey. We recognise the importance of every child having a happy and positive first experience of school, and one where they feel safe and confident to express themselves and take risks in their learning and development. Our approach to teaching in the Early Years is child-centred; every child is an individual, with their own special skills and talents to be nurtured and valued. We hope that all children develop a love for learning in Nursery, which they take with them onto the next stage of their education. For most children, we hope this will be in Albemarle’s Reception classes and primary years.

**Admission Criteria**

We offer both part-time (universal entitlement) and full-time (fee paid or government coded) places in our Nursery.

Full-time (30+ hours) children attend 8.40am-3.15pm Monday to Friday, in line with our other year groups.

Part-time (15+ hours) children attend for two full days and one part day, in one of the following cohorts:

* Opal Class - 8.40am -3.15pm Mondays and Tuesdays, and 8.40-11am on Wednesdays
* Or Moonstone Class – 1-3.15pm Wednesdays, and 8.40am-3.15pm Thursdays and Fridays

Children are normally allocated a place in our Nursery on a first come, first served basis on receipt of a completed application form. Where children cannot be offered their preference, they will be added to the waiting list for that group (i.e. Opal/Moonstone/Full-time).

*Please note: Children admitted to the nursery have no automatic right of admission to the Reception class, and families will need to make a separate application for a place in Reception as part of the Wandsworth school admissions process.*

Age of Admission to Nursery

Most children are admitted to our Nursery in the **September following their third birthday**. Children are expected to spend one year in Nursery and will have had their fourth birthday before starting in Reception.

In some cases, where a child’s third birthday falls at the start of the academic year (those born September to December 2022), they may also be admitted in the January after their third birthday. This will depend on there being spaces available, and be at the discretion of the Headteacher.

**Admissions Timeline**

1. Applying for a Nursery place: We encourage families to **apply by January 31st** to maximise chances of receiving a place. However we will continue to accept applications after this date.
2. Initial offer letters: We will contact families to confirm their Nursery offer by the end of Spring term. Families will be asked to confirm that they would like the place.
3. Nursery information/welcome booklets: Final details of children’s Nursery places – including a welcome booklet answering a range of questions about our provision, routines, and other things parents/carers may be interested to know – will be sent to families **by the end of June**.
4. Nursery welcome morning: In **early July**, we will invite families to a welcome morning to find out more about what their children’s time in Nursery will look like, and answer any questions parents/carers may have.
5. Applying for funding code for full-time place: If applying for a fully funded full-time place, the HMRC code must be given to school before the **end of Summer term (late July**). Further information about this below.
6. Final information on start dates: By the **end of summer term (late July**), parents will be sent details of their child’s transition dates and start date. This will include a home visit, a ‘stay and play’ session in the Nursery, and a formal start date – all in September.

**How do I apply?**

Our application form is available from the school office or on the school Website. The form should be returned directly to the school office – either in person, or via email to info@albemarle.wandsworth.sch.uk

**Nursery Place Entitlement and Funding Options**

We offer both part-time and full-time places, which can be government-funded or paid for by the family or via childcare vouchers, as outlined below.

* **Option A:** 15 Free Hours Universal Entitlement (part-time place)

All 3 and 4 year olds in England receive 570 free hours per year. At Albemarle this entitlement is provided in the form of 15 hours (or just over this) distributed over two full and one half day as described above.

* **Option B:** 30 Free Hours (full-time place)

The 30 Hours Extended Childcare Offer is an additional 15 hours of funded childcare for working parents of 3 and 4 year olds, meaning some families are eligible for a full-time place at Nursery.

Parents/carers can check if they are eligible for full-time funding, and apply for a unique reference code via the government’s Childcare Support website: <https://www.gov.uk/apply-free-childcare-if-youre-working>

**This code must be given to Albemarle - along with the parent/carer’s National Insurance number and child’s date of birth - before the end of the preceding term** so that it can be verified by the Local Authority. The first code must be given to the school before the end of Summer term 2025. If we have not received a valid code before your child starts Nursery, you will be liable for all fees incurred until a valid code is supplied. HMRC do not backdate payments (or will only do so under exceptional circumstances).

Every three months, parents/carers will need to reconfirm that they are still eligible for 30 hours’ free childcare by resubmitting details on the government website, and reconfirming their code with Albemarle. HMRC will send families a reminder 4 weeks before the deadline.

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| To be eligible to apply for the 30 free hours code, your household must: • Be a two-parent working family or a lone working parent • Have all parents working and each parent earning on average: * The equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit), and
* Earning less than £100,000 per year

If both parents are usually working, but one is temporarily out of work for a particular reason, you may still be eligible, as explained below: • One or both parents are away from work on leave (parental, maternity etc) • One or both parents are in receipt of Statutory Sick Pay • Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed. • One parent is employed and the other parent has either: substantial caring responsibilities and/or disability based on specific benefits received for caring; is a foster carer with their own three- and four-year-old children. Further information and how to apply can be found here: <https://www.childcarechoices.gov.uk/>  |

* **Option C:** Chargeable Full-time Place

If you are not eligible for the 30 free hours’ code, full time places can be purchased as a part of our extended services. Nursery fees are outlined below.

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| **Term** | **Fee for Full Time Places** | **Payment date** |
| **Summer 2025** | £200 Deposit (non-refundable) | Prior to summer holidays  |
| **Autumn term 2025** (15 weeks) | £1300 (£200 deposit already subtracted) | W/C 1st September 2025 |
| **Spring Term 2026**(11 weeks) | £1100 | W/C 5th January 2026 |
| **Summer 2026**(13 weeks) | £1300 | W/C 13th April 2026 |
| **Total for 3 terms** | **£3700** |  |

**Payment**

Albemarle is a cashless school, so payment for afternoon sessions must be made on a monthly basis via the Arbor app.

Childcare vouchers can also be used to pay for nursery sessions. We accept employer childcare vouchers from the following companies. Please use the corresponding code.

• Computershare - 0020899404

• Edenred - P20920175

• Kiddivouchers – SW19 6JP

• Fideliti – ALB018C

• Tax Free Childcare – SW196JP

• Care 4 - 61509190

• Busybees – SW196JP

If your employer uses an alternative company, please feel free to let us know so we can sign up with them.

**School Meals**

Children can choose to bring a packed lunch or have a cooked lunch, which is cooked onsite. For children who choose a cooked lunch, these are payable in advance through the Arbor app. For more information on school lunches, please see our school website. For families who are offered a Nursery place, further information will also be shared in our Nursery Welcome Booklet (see admissions timeline above).

**Wrap-Around Care**

Albemarle Nursery does not offer any onsite wrap-around care. The school day for Nursery runs from 08.40am – 3.15pm only.

Breakfast Club may be available to families in exceptional circumstances, subject to the discretion of the Head Teacher and consideration of relevant factors (such as staffing ratios, whether the nursery child is fully toilet trained and how settled the child is in the school environment).