



NURSERY ADMISSION POLICY



Reviewed by: Executive Headteacher

Next Review Date: January 2027

Approved and Adopted by: FGB

Approval Date: 22 January 2026

Contents

1. Status	Error! Bookmark not defined.
2. Introduction	Error! Bookmark not defined.
3. Nursery Provision	Error! Bookmark not defined.
4. Applying for a nursery place	3
5. Allocation of places and oversubscription	Error! Bookmark not defined.
6. Funding	3
7. Attendance and absence	4
8. Safeguarding and welfare	4
9. Monitoring and review.....	4
Appendix 1 – Nursery admission form	5
Appendix 2 - Charges.....	8

Lace Hill Academy

1. Status

This policy applies specifically to admission to the Lace Hill Academy Nursery for children aged 2 to 4 years. It operates separately from the school's statutory admissions arrangements for Reception to Year 6.

Admission to Lace Hill Academy Nursery does not guarantee admission to Lace Hill Academy Reception class. Parents must apply separately through the local authority for a school place.

2. Introduction

Lace Hill Academy is committed to providing high-quality early education that gives children the strongest possible start to their learning journey. This Nursery Admissions Policy has been prepared to help parents and carers understand how places for children aged 2 to 4 years are allocated and managed.

The Nursery operates in line with the statutory Early Years Foundation Stage (EYFS) Framework and Campfire Education Trust policies.

3. Nursery Provision

Lace Hill Academy Nursery provides early education for children aged 2 to 4 years.

The nursery operates a sessional model, offering the following sessions:

- Morning session: 8:45am – 11:45am
- Afternoon session: 11:45am – 2:45pm

Children entitled to 15 funded hours are offered 5 sessions per week with no additional charge. Children entitled to 30 funded hours are offered 8:45am-2:45pm 5 days per week with no additional charge.

Parents may choose for their child to remain in Nursery beyond 2:45pm until 3:15pm, subject to availability. This extended provision is charged at £5.50 per session.

4. Applying for a Nursery Place

Parents and carers must complete a Lace Hill Academy Nursery application form to apply for a nursery place for children aged 2 to 4 years. Please see appendix 1 for further details.

Applications are welcomed throughout the year. Start dates are usually offered at the beginning of a term or half term, subject to availability.

Once a place has been offered and accepted, children are expected to attend for a minimum of one term. Where a child accesses Early Education and Childcare funded hours, a minimum of four weeks' written notice is required to withdraw a child from the nursery or to change funded attendance arrangements.

5. Allocation of Places and Oversubscription

Where the number of applications exceeds the number of available nursery places, the following oversubscription criteria will be applied in priority order:

1. Children already attending Lace Hill Academy Nursery (moving within nursery provision)
2. Looked after children and previously looked after children
3. Children with identified special educational needs or exceptional medical or social circumstances, supported by professional evidence
4. Children living within the school's defined catchment area
5. Children with a sibling attending Lace Hill Academy at the time of admission
6. Children of staff employed at Lace Hill Academy or Campfire Education Trust
7. Age of child (older children given priority)

Where applications cannot be separated within a criterion, priority will be given to children living closest to the school.

A waiting list will be maintained where necessary and ranked according to the criteria above, not by length of time on the list.

6. Funding

Lace Hill Nursery offers funded early education places subject to Local Authority funding criteria and in accordance with government guidance. Please refer to appendix 2 for further details.

Parents may choose to split their funded entitlement between more than one provider. Requests to do so will be considered in line with availability and operational capacity.

Parents may be able to claim for free childcare subject to government guidelines <https://www.gov.uk/30-hours-free-childcare>

You can check your eligibility using: <https://beststartinlife.gov.uk/>

Parents are responsible for providing consumable care items such as nappies and wipes.

7. Attendance and Absence

Regular attendance is essential to support children's learning, wellbeing and continuity of early education. In line with Lace Hill's Attendance Procedures, attendance is monitored and concerns are addressed through a staged process where attendance falls below expected levels (currently 94%) or where patterns of absence emerge. Parents and carers will be informed where concerns arise and may be invited to engage in attendance support processes, including monitoring periods and attendance action planning.

In accordance with Local Authority funding requirements, nursery funding may be reviewed or withdrawn where a funded child is absent for two consecutive weeks or accumulates 30 days of absence across the academic year. Where funding is withdrawn, the nursery place may no longer be available and parents or carers may become responsible for associated childcare costs. The nursery will always seek to work in partnership with families to understand barriers to attendance and provide appropriate support wherever possible.

8. Safeguarding and Welfare

All nursery provision operates in line with:

- Campfire Education Trust safeguarding policies
- Lace Hill Academy Child Protection and Safeguarding Policy
- Statutory EYFS safeguarding and welfare requirements

Staffing ratios, qualifications, health and safety procedures, and intimate care arrangements fully meet EYFS statutory expectations for 2-year-old provision.

9. Monitoring and Review

This policy will be reviewed annually, or sooner where required due to changes in statutory guidance or Local Authority funding requirements.

Appendix 1 – Nursery application form



NURSERY PRE-ADMISSIONS FORM

Please complete this application form and return to the school office.

For more information, please visit our website www.lacehillacademy.co.uk

1. CHILD'S DETAILS

First Name(s)		Legal Surname	
Date of Birth	/ /	Male / Female	Nursery

Normal home address (The address & postcode at which the child normally lives) Please include address evidence	
If moving home, please provide the new home address (This is the address at which the child WILL live) Please include address evidence.	Move date / /
Name & address of current (or most recent) nursery.	If now left this nursery please give date of attendance / /
Telephone number of nursery	

2. YOUR DETAILS

Name(s) & address of parents/carers living at home address above (or with parental responsibility & living at an alternate address)	
Relationship to child	
Email address	
Home/Daytime telephone numbers	
Does your child have any brothers or sisters attending Lace Hill Academy?	If yes please give details of siblings name, date of birth
Date admission required	Pupil needs to be 2 on admission

3. Supplementary information to support the IN-YEAR application

Are you applying on behalf of a 'child in care' of a Local Authority? Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child is supported by a Social Worker please give us their name and contact details.

YES / NO If 'Yes' please tell us which Local Authority supports the child and give a social worker contact name and telephone number.

Social Worker contact name:
Telephone number:
Local Authority:

Are you or your partner a serving member of the Armed Forces or a Crown Servant?

YES / NO

If you are being posted to Buckinghamshire, please provide a quarters address if available and if this is not yet available the unit postal address (including postcode) should be provided

Does your child any additional development needs

YES / NO

If 'Yes' please attach details, you will need to include written support from an appropriate professional person.

Does your child hold a statement of Special Educational Needs (SEN)?

YES / UNDERGOING ASSESSMENT / NO
(delete as appropriate)

If the answer above is 'Yes or 'undergoing assessment' please indicate here which local authority is involved.

A Statement of SEN is a document written by the local authority detailing the needs that a child has in learning at school, and the measures which the school will take to help them.

Your child may not currently have a statement of Special Educational Needs but they may receive extra support in their current setting if applicable. If so please indicate the type of support here:

Is your child currently supported by other agencies? For example, Social Services, Education Welfare Officers for attendance issues, Educational Psychology service, Child and Adult Mental Health Service, Ad-action, Youth Offending Team

YES / NO

Supported by:

Please provide their contact details so we can ensure that your child can be supported through their change of schooling by appropriate professionals:

Ethnic Monitoring: If your child is not currently in a Buckinghamshire school we will not currently hold this information and would be grateful if you could indicate your child's ethnic background. The information provided here is only used for monitoring purposes.

		Tick here			Tick here
White	British		Asian/Asian British	Indian	
	Irish			Pakistani	
	Traveller of Irish Heritage			Bangladeshi	
	Gypsy/Roma			Any other Asian Background	
	Any other white background			Black/ Black British	Caribbean
Mixed	White and Black Caribbean			African	
	White and Black African			Any other Black Background	
	White and Asian		Any other ethnic background		
	Any other mixed background				
Chinese	Chinese				

Nursery Session Request Form

Child details:

First name: Last name:

Usually known as: Date of Birth:

Contact Details:

Name 1: Name 2:

Relationship: Relationship:

Home Address: Home Address:

.....

Telephone no: Telephone no:

Email: Email:

Sessions required

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (8:45- 11:45)	<input type="checkbox"/>				
Afternoon (11:45:14:45)	<input type="checkbox"/>				
Chargeable extended day (14:45- 15:15)	<input type="checkbox"/>				

Required start date: _____

Appendix 2 – Nursery charges



Lace Hill Academy ~ Nursery charges

Description	Unit	Unit price	Line total
Free entitlement hours –15 hours per week. 5 session a week	Weekly	Free	Free
Free entitlement hours – 30 hours per week (depending on eligibility). 8:45am-2:45pm 5 x weekly	Weekly	Free	Free
Additional unfunded sessions Can be paid via tax free child care account if parent has registered for this	Unit	£18.00	£18.00
Children receiving 30 hours of funding can extend each day from 2:45pm-3:15pm purchasing maximum 2.5 hours extra per week	Weekly	£5.50 per 30 minutes daily extra session	£27.50 (if all 2.5 additional hours requested)
Meals – hot lunches are optional (parents can provide packed lunches if they wish) and can be purchased through our catering provider, Fresh Start	Weekly	£2.20 per meal	£11 weekly (if 5 meals are purchased)
Consumables	Parents provide based on individual need, e.g. nappies and wipes	£0	£0
Additional voluntary services	Ad Hoc	Depends on trip being offered	Depends on trip being offered

Anyone who chooses to buy additional hours can sign up to the tax free childcare account and payments will be sent to the school via this portal