



NURSERY ADMISSION POLICY



Reviewed by:	Executive Headteacher
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Spring Lane Primary School

1. Status

This policy applies specifically to admission to the Spring Lane Primary School Nursery for children aged 3 to 4 years. It operates separately from the school's statutory admissions arrangements for Reception to Year 6.

Admission to Spring Lane Primary School Nursery does not guarantee admission to Spring Lane Primary School Reception class. Parents must apply separately through the local authority for a school place.

2. Introduction

Our early year's provision offers a warm, welcoming, and safe atmosphere in an outstanding environment for learning. It is designed with the children at its heart, with playing and learning opportunities both inside and out.

At Spring Lane Primary, we are a supportive, caring community, with elevated expectations for all children to be able to thrive and have the best possible start in education. We strongly believe that working in partnership with parents is essential to our children's success and happiness.

Ensuring your child and family have a positive and personal transition into the nursery is our priority. We will tailor this to the individual child's needs as our experience tells us children need different approaches and lengths of time to settle. Our staff will be in contact with you soon to begin to get to know you and your child and to plan their transition.

Our aim is to ensure that each child receives the best start on the road to developing a love of life-long learning in a safe, nurturing environment which enables them to develop resilience, integrity and respect.

We believe that children learn best through play. In nursery, we plan 'in the moment' to take account of each child's interest and next steps in their learning and we strive to provide an environment where the children feel nurtured, safe, and secure. We aim to prepare them for the next stage in education by building the essential foundation skills.

Our nursery takes full advantage of the outdoors. The outside environment provides children with a sense of freedom where discoveries can spark awe and wonder and where we can engage with the natural world and further our learning. This Nursery Admissions Policy has been prepared to help parents and carers understand how places for children aged 3 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

Spring Lane Primary School Nursery provides early education for children aged 3 to 4 years.

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

- Morning session: 8:30am – 11:30am
- Afternoon session: 12:00am – 3:00pm

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

Parents may choose for their child to remain in Nursery beyond 2:30pm until 3:00pm, subject to availability. This extended provision is charged at £3.00 per session.

4. Applying for a Nursery Place

Parents and carers must complete a Spring Lane Primary School Nursery application form to apply for a nursery place for children aged 3 to 4 years.

Applications are welcomed throughout the year. Start dates are usually offered at the beginning of a term: September, January and April, 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 Spring Lane Primary School 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 Spring Lane Primary School at the time of admission
6. Children of staff employed at Spring Lane Primary School 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

Spring Lane Primary School Nursery offers funded early education places subject to Local Authority funding criteria and in accordance with government guidance. Please refer to appendix 1 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 Spring Lane's Attendance Procedures, attendance is monitored and concerns are addressed through a staged process where attendance falls below expected levels (currently 93%) 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
- Spring Lane Primary School 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 3-4-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 – Charges



Spring Lane Primary ~ 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). 8:30am-2:30pm 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 2:30pm-3:00pm purchasing maximum 2.5 hours extra per week	Weekly	£3 per 30 minutes daily extra session	£15 (if all 2.5 additional hours requested)
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

