



Policy: Nursery Admissions and Provision Policy

Reviewed / Approved	29 March 2023
Next Review	March 2026
Committee	Fern Hill Local Academy Committee
Lead Person	Head Teacher

1.General requirements and application process

Fern Hill Primary School aims to fill all nursery places for each session of the week. The number of places is determined by the number of teaching and support staff in nursery, and is currently 26 places in the morning, and 26 in the afternoon.

Applications for a place in nursery are made directly to the school using the online form available from our [website](#). The closing date for applications is stated on the website.

2.Universal Nursery Places

Initially, **universal places** to start in September are allocated in the April of that year. If there are more places requested than available, places will be allocated by applying the school's admissions oversubscription criteria as determined by Kingston Educational Trust (see [website](#)).

A **universal place** is for a total of 15 hours per week, 39 weeks per year*, structured as 3 hours per day, Monday to Friday. The place may be for mornings or afternoons, but will not be mixed.

Universal places are available to all children resident in the UK who turn 4 during the school year 1st September-31st August.

** Less 5 INSET days when the school is closed to pupils for staff training. The Term Dates and INSET days for the year can be found on the school [website](#).*

3.Full Extended Nursery Places

Once all applications for universal places have been allocated, applications for **full extended places** by children who have a universal place will be considered. Applications for **charged** extended places and **30 hours funded** extended places will be considered together. The criteria for allocation will be the same as those applied to the allocation of universal places.

A **full extended nursery place** is for a total of 15 hours per week, 39 weeks per year*, structured as 3 hours, Monday to Friday. Children who have a morning universal place will be offered a full

afternoon extended place, and children who have an afternoon universal place will be offered a full morning extended place.

Parents can opt to collect their child at the end of the morning session and return them at the start of the afternoon session, or leave their children in Nursery for the 45 minute lunch period, at a cost of £5 per day. Parents must commit in advance of each term to the arrangement. Children who stay for lunch are able to pay for a cooked lunch at a cost of £2:45, through the school payment system or they can bring a packed lunch. The children during lunchtime are supervised by EYFS staff who they are familiar with.

** Less 5 INSET days when the school is closed to pupils for staff training. The Term Dates and INSET days for the year can be found on the school [website](#).*

3a. Full Extended Nursery Place – charged

The charge per day is £23 for parents who opt to collect their children for the lunch period, and £28 for parents who leave their children in nursery.

Termly invoices will be emailed to parents, and will detail the session dates and total cost. Parents must pay the invoice by the stated deadline, always before the term begins.

Note: that no refunds will be given for missed sessions, even when absence is notified in advance.

3b. Full Extended Nursery Place - 30 hours funded

We can only offer 30 hours funded places to parents who submit a 30 hours funding 'Parent Declaration form' with valid HMRC code We will check your HMRC code before offering you a full 30 hours extended place.

If parents opt to leave their children in Nursery over the lunch period, a charge of £5 per day will be payable. Termly invoices will be emailed to parents, and will detail the session dates and total cost. Parents must pay the invoice by the stated deadline, always before the term begins.

Note:no refunds will be given for missed sessions, even when absence is notified in advance.

Continuation of 30 hours funding codes

Parents should be aware that 30 hours funding codes must be renewed online every 3 months, and resubmitted to the school to ensure that we can continue to claim funding.
Parents falling out of eligibility

Where parents fall out of eligibility for 30 hours funding, for example where a parent loses their job, HMRC allows a grace period where we can still receive funding. However, once the grace period is over the **child's extended place will revert to charged**. Parents will have the choice whether to start paying or forfeit the extended place.

4. Part-Week Extended Nursery Places

Once all applications for universal places and full extended places have been allocated, any unallocated places will be offered as **part-week extended places** to children who have a universal place. Part-week extended places will only be offered at the start of the Autumn term, once all children have enrolled, and will start no earlier than **week 3** of term. Applications for **charged** part week places and **30 hours funded** part-week places will be considered together.

Part-week extended places will be offered in the form of afternoon and morning day sessions, each 3 hours long. Children who have a morning universal place can apply for one or more extended afternoon sessions, and children who have an afternoon universal place can apply for one or more extended morning sessions.

Parents can opt to collect their child at the end of the morning session and return them at the start of the afternoon session, or leave their children in nursery for the 45 minute lunch period, at a cost of £5 per day. Parents must commit in advance of each term to one arrangement. Children who stay for lunch should bring a packed lunch or pay for a cooked lunch at a cost of £2:45. The children will be appropriately supervised by staff they are familiar with.

Parents should apply for part-week extended sessions using the order form provided – this will be emailed to all parents, and paper copies made available in the school office, **at 9am on the Monday of the second week of the Autumn term**. Sessions will be allocated on a strict **first come-first served basis**, except where there are exceptional circumstances approved by the Headteacher at their discretion.

To minimise disruption to parents' childcare arrangements our policy is to continue part-week sessions, once allocated, for the nursery year. Parents will be asked to re-confirm their sessions before the start of the Spring and Summer terms, each time making payment before that term begins.

4a. Part-Week Extended Nursery Place – charged

The charge per day is £23 for parents who opt to collect their children for the lunch period, and £28 for parents who leave their children in nursery.

Termly invoices will be emailed to parents, and will detail the session dates and total cost. Parents must pay the invoice by the stated deadline, always before the term begins. **Note that no refunds will be given for missed sessions, even when absence is notified in advance. If a parent withdraws their child mid year no refund will be given for the remainder of that term.**

4b. Part-Week Extended Nursery Place - 30 hours funded

We can only offer 30 hours funded places to parents who submit a 30 hours funding 'Parent Declaration form' with valid HMRC code We will check your HMRC code before offering you a full 30 hours extended place.

If parents opt to leave their children in nursery over the lunch period, a charge of £5 per day will be payable. Termly invoices will be emailed to parents, and will detail the session dates and total cost. Parents must pay the invoice by the stated deadline, always before the term begins. **Note that no refunds will be given for missed sessions, even when absence is**

notified in advance. If a parent withdraws their child mid year no refund will be given for the remainder of that term.

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Parents should be aware that 30 hours funding codes must be renewed online every 3 months, and resubmitted to the school to ensure that we can continue to claim funding.

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Where parents fall out of eligibility for 30 hours funding, for example where a parent loses their job, HMRC allows a grace period where we can still receive funding.

However, once the grace period is over the **child's extended place will revert to charged**. Parents will have the choice whether to start paying or forfeit the extended place.

5. Waiting List

A waiting list is operated by the school **only** for part-week extended day sessions. Parents are automatically added to this list if they are unsuccessful in their application at the start of the year. Any other parent can apply to be added to the waiting list at any time. They should submit their request by email (to office@fernhillprimary.org) or in writing to the school office, making it clear which day sessions they would like.

Places occasionally become available during the nursery year, either because an enrolled child leaves, or because a child drops their extended place or specific extended day sessions. The school will first consider any new applications to the school for a universal nursery place, then any applications for full extended places, and then finally turn to the waiting list for part-week day sessions.

6. Transfer to Primary School

A separate application must be made for a place in the primary school and no priority is given for children in the nursery.

Applications are not made directly to the school but are managed by the Royal Borough of Kingston upon Thames. Full details of how to apply can be found on the admissions page of our [website](#).

Dated: 29 March 2023