



Nursery Admissions and Charging Policy

Agreed by the Governing Body in:	September 2025
Review Date:	June 2026
Review Schedule	Annually
Person(s) Responsible	Sarah Price / SBM

Nursery Admissions and Charging Policy

Children attend Stamford Park Nursery School in the September after their third birthday. We are able to offer a combination of 30 and 15 hour places; we prioritise those requesting 30 hour places. In total, we have 52 part time / 26 full time places available.

The number of 30 and 15 hour places on offer will be reviewed each year to ensure that parental needs are met as much as possible and that the running costs of the Nursery are covered.

Our Aims

As a school, we aim:

- To provide a fair system whereby children are given their entitlement of Nursery education;
- To ensure our provision promotes secure foundations for future learning.

Applications

Applications for admission to our Nursery should be made to the Headteacher via the school office. We would ask parents to contact the school office and your child's name will be added to our register. Parents will be contacted about the allocation of places in the January prior to admission, with allocation of places taking place in the February / March prior to admission in the September.

Parents must be aware that attendance at our Nursery does not give your child any additional priority when applying for a place in the Reception class of the school.

Criteria for the Allocation of Places

Nursery places will be offered using the following criteria:

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989). A child in this category will be allocated the hours which best suits the needs of the child and family.
- 2) 30-hour places will be allocated to children who have a sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
- 3) 30-hour places will be allocated to children with no siblings at the school, on a first come first served basis.
- 4) 15-hour places will be allocated to children who have a sibling attending the Primary School at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5) 15-hour places will be allocated to children with no siblings at the school, on a first come first served basis.

15 Hour Places

Within our Nursery, any parent who is entitled to have their child in Nursery for 15 hours a week will be offered either five mornings (8.45am - 11.45am) or five afternoons (12.30pm - 3.30pm). Although parents will be asked to state their preference, this cannot be guaranteed and places will be allocated subject to availability.

30 Hour Places

Parents who meet set criteria are entitled to have 30 hours of nursery provision. Please visit the Government website to view this criteria: <https://www.gov.uk/30-hours-free-childcare>

As part of the school's commitment to providing a high-quality early years' experience, your child will have the opportunity to remain on site until 3.30pm to take part in the full programme of planned activities. This provision is charged at £4.13 per day (£4.50 with effect from September 2026). If you prefer not to make use of the extended nursery sessions, you may collect your child at 2.45pm.

As part of our commitment to giving every child the best possible early years' experience, we are delighted to offer an extended nursery session that runs until 3.30pm each day. During this time, children take part in a carefully planned programme of additional learning and enrichment activities designed to support their development, build confidence and make the most of their time at school. This valuable provision is available at a cost of £4.13 per day (£4.50 from September 2026). By taking part, your child will benefit from the full daily experience and will not miss out on these important opportunities. If you choose not to use the extended session, you may collect your child at 2.45pm.

Children may bring a packed lunch or can choose to have a school dinner from our school kitchen; these are priced at £2.40 each day. A sample menu can be found on our website.

Top Up Sessions

For parents who are only entitled to 15 hours free provision, additional sessions can be purchased at a cost of £5.50 per hour (£6.00 with effect from September 2026), subject to availability.

Payment

Information regarding payments will be sent out from the school showing the amount that needs to be paid each term. Payments are requested termly in advance via ParentPay or Government Childcare Tax Free vouchers. If this isn't possible, the Headteacher will always endeavour to meet the individual requirements of families. In these instances, parents should submit a proposed payment schedule for approval by the Headteacher. Charges will be made for sessions even when a child is absent due to sickness or a holiday.

Notice Period

If you wish for your child to leave the Nursery mid-year, we ask for one calendar month's notice. This must be given in writing to the school office.