



The Winns Primary School
Nursery Admissions
Policy

Policy Written: March 2025

Policy Agreed: June 2025

Next Review Due: October 2025

Aims

This policy aims to:

- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to apply for a place at in our Nursery
- The outline of fees for both various entitlement scenarios

1. Admissions Process

Children are normally admitted once a year to correspond with school practice. This will be in September and there may be a staggered entry. Usually, children will attend the Nursery for one year prior to entering the reception class of an Infant / Primary School.

No places are available for children under three years of age. Children can start nursery the term after their third birthday however as we are full in September this may mean the next intake will be in the following September.

2. Admissions Criteria

Places will be allocated for September entry according to the following criteria.

1. Looked after children
2. Parent/carer has a medical condition affecting mobility and this is nearest the family home or place of medical treatment.
3. Children of staff members
4. Children with a sibling at the school.
5. Nearness to the school – 'As The Crow Flies'

3. Applying for a place

Applications are made via school website. Applying for a nursery place does not mean your child has offered a place.

4. Allocation of Places

Places are normally allocated in the December before the next intake in the following September. Those who are not offered a place will be [placed on a waiting list. Applications can be made as soon as the child is born.

Casual admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Headteacher.

Parents will receive a letter outlining their offer and be asked to complete and provide the following:

- Complete an Application Form
- Confirm eligibility of funding
- Provide an original Birth Certificate
- Provide a valid proof of Address date within 3 months at the time of request.

If the above information has not been provided by the date indicated in the school offer letter, otherwise the place will be withdrawn, and offered to another child.

5. Changes to offers

- A four week notice period is required to cancel or change any days. This is regardless of your entitlement (15- or 30-hour free entitlement) and it may not always be possible to alter days originally offered. It is important parents check their agreed hours with the school and understand that the hours have been set regardless of entitlement. Please note the request may not be granted.
- Ad-hoc additional paid days or changing days will be considered on request.
- All requests to be submitted to the school office via office@winns.waltham.sch.uk

6. Fees

Below is an outline of the Nursery Provision for 2025/2026.

Scenario 1 / 15 Hour Eligibility

AM OPTION

Day	Hours	Days offered	Funding
Monday AM	8.45-11.45	✓	15 hours No charge
Tuesday AM	8.45-11.45	✓	
Wednesday AM	8.45-11.45	✓	
Thursday AM	8.45-11.45	✓	
Friday AM	8.45-11.45	✓	

Or

PM OPTION

Day	Hours	Days offered	Funding
Monday PM	12.30 – 3.30	✓	15 hours
Tuesday PM	12.30 – 3.30	✓	
Wednesday PM	12.30 – 3.30	✓	
Thursday PM	12.30 – 3.30	✓	
Friday PM	12.30 – 3.30	✓	

No meal provided.

Snack (Fruit and milk provided – free of charge)

Extra Charges

Wraparound Fees – For those parents requiring Breakfast Club or Teatime Club (Wraparound Care) the following fees apply.

Breakfast Club - Monday – Friday 7:30 – 8:45. The cost is £8 per session.

Teatime Club Monday – Thursday - 3.15pm – 5.15pm £14 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £17 per day

Scenario 2 - 30 Hour Eligibility

Day	Hours	Days offered	Funding
Monday	8:45 – 3:30	✓	30 Hours
Tuesday	8:45 – 3:30	✓	
Wednesday	8:45 – 3:30	✓	
Thursday	8:45 – 3:30	✓	
Friday AM Session	8:45 – 11:45	✓	

Snack (Fruit and milk provided – free of charge)

Extra Charges

Your child will need to have a school lunch. There are two options:

- Option 1 - A meal prepared at school. Cost £2.59 per day.
- Option 2 – A packed lunch from home – No cost/Parent provides

Wraparound Fees – For those parents requiring Breakfast Club or Teatime Club (Wraparound Care) the following fees apply.

Breakfast Club - Monday – Friday 7:30 – 8:45. The cost is £8 per session.

Teatime Club Monday – Thursday - 3.15pm – 5.15pm £14 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £17 per day

Scenario 3 - 30 Hour Eligibility with additional Friday afternoon session

Day	Hours	Days offered	Funding
Monday	8:45 – 3:30	✓	30 Hours
Tuesday	8:45 – 3:30	✓	
Wednesday	8:45 – 3:30	✓	
Thursday	8:45 – 3:30	✓	
Friday AM Session	8:45 – 11:45	✓	
Friday PM Session	11:45 – 3:30	✓	£25

Snack (Fruit and milk provided – free of charge)

Extra Charges

School Lunch - Your child will need to have a school lunch. There are two options:

- Option 1 - A meal prepared at school. Cost £2.59 per day.
- Option 2 – A packed lunch from home – No cost/ Parent provides

Friday Afternoon Additional Session – Parents/carers do not have to take up additional childcare hours in order to access their full free early education and childcare hours but can request these should they want to. Where parents/carers choose to purchase childcare hours which are in addition to/outside of their free early education and childcare hours, these will be charged for at a rate of £25 per session for a Friday Afternoon.

Wraparound Fees – For those parents requiring Breakfast Club or Teatime Club (Wraparound Care) the following fees apply.

Breakfast Club - Monday – Friday 7:30 – 8:45. The cost is £8 per session.

Teatime Club Monday – Thursday 3.15pm – 5.15pm £14 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £17 per day

Scenario 4 - 15 Hour Eligibility Plus Additional Sessions

Day	Hours	Attendance	Funding Code	Day	Hours	Attendance	Fee
Monday AM	8.45-11.45	✓	15 hr	Monday PM	11:45 – 3.30	✓	£25
Tuesday AM	8.45-11.45	✓		Tuesday PM	11:45 – 3.30	✓	£25
Wednesday AM	8.45-11.45	✓		Wednesday PM	11:45 – 3.30	✓	£25
Thursday AM	8.45-11.45	✓		Thursday PM	11:45 – 3.30	✓	£25
Friday AM	8:45 – 11:45	✓		Friday PM	11:45 – 3.30	✓	£25

Additional PM session charged at £25

Snack (Fruit and milk provided – free of charge)

Extra Charges

School Lunch - Your child will need to have a school lunch. There are two options:

- Option 1 - A meal prepared at school. Cost £2.59 per day.
- Option 2 – A packed lunch from home – No cost.

Friday Afternoon Additional Session – Parents/carers do not have to take up additional childcare hours in order to access their full free early education and childcare hours but can request these should they want to. Where parents/carers choose to purchase childcare hours which are in addition to/outside of their free early education and childcare hours, these will be charged for at a rate of £25 per session.

Wraparound Fees – For those parents requiring Breakfast Club or Teatime Club (Wraparound Care) the following fees apply.

Breakfast Club - Monday – Thursday from 7:30 – 8:45. The cost is £8 per session.

Teatime Club Monday – Thursday - 3.15pm – 5.15pm £14 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £17 per day

Payment of Fees / Invoicing

Payment is made via Parent Pay and accounts should be in credit.

Late Collection Fees

A late fee may be applied if children are not collected promptly at the end of each session.

Number of minutes Late	Charge	Notes
First 10 minutes (AM sessions 11:55 onwards and including 30 hour code children leaving at 11:45 on Friday) (PM sessions 3:40pm -3:50pm)	£5	If your child continues to be collected late the child may lose their place in the nursery.
Second 10 minutes (AM sessions 12:05 onwards and including 30 hour code children leaving at 11:45 on Friday) (PM sessions 3:50pm onwards)	£10	

Absence Fees

Agreed Additional Sessions will be charged regardless of whether the child attends. This includes absence due to sickness or holiday.

7. Start Dates

Each Nursery intake will be staggered with small groups becoming well established before further children are admitted. Start dates will be confirmed within 1 month of the beginning of the school term.

8. Nursery Procedures

All parents will receive a Nursery brochure outlining how the nursery operates and its procedures.

9. Term Dates & Closure

Term dates are set at the beginning of the year, In the event the nursery is closed by the school (weather, use of premises for voting purposes or unforeseen circumstances, accounts will be credited.

10. Agreement to the terms

Parents will be asked to review this policy and sign to confirm they have been provided a copy.