



# **The Winns Primary School**

## **Nursery Admissions**

### **Policy**

Policy Written: March 2025

Policy Updated: November 2025

Policy Agreed: November 2025

Next Review Due: October 2026

## 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above information has not been provided by the date indicated in the school offer letter, otherwise the place will be withdrawn, and offered to another child.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](mailto:office@winns.waltham.sch.uk)

## 6. Fees

Below is an outline of the Nursery Provision for 2026/2027.

Please note – all fees have been agreed and have been set to the best of our knowledge.

The school may increase fees as per the rate of inflation.

\* School meal costs are likely to increase in April 2026.

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## Scenario 1 / 15 Hour Eligibility

### AM OPTION

| Day                 | Hours      | Days offered | Funding               |
|---------------------|------------|--------------|-----------------------|
| Monday <b>AM</b>    | 8.45-11.45 | ✓            | 15 hours<br>No charge |
| Tuesday <b>AM</b>   | 8.45-11.45 | ✓            |                       |
| Wednesday <b>AM</b> | 8.45-11.45 | ✓            |                       |
| Thursday <b>AM</b>  | 8.45-11.45 | ✓            |                       |
| Friday <b>AM</b>    | 8.45-11.45 | ✓            |                       |

Or

### PM OPTION

| Day                 | Hours        | Days offered | Funding  |
|---------------------|--------------|--------------|----------|
| Monday <b>PM</b>    | 12.30 – 3.30 | ✓            | 15 hours |
| Tuesday <b>PM</b>   | 12.30 – 3.30 | ✓            |          |
| Wednesday <b>PM</b> | 12.30 – 3.30 | ✓            |          |
| Thursday <b>PM</b>  | 12.30 – 3.30 | ✓            |          |
| Friday <b>PM</b>    | 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 £8.50 per session.

**Teatime Club** Monday – Thursday - 3.15pm – 5.15pm £15 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £18 per day

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## 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 £8.50 per session.

**Teatime Club** Monday – Friday - 3.15pm – 5.15pm      £15 per day

Or

Monday – Thursday - 3.15pm – 5:55pm   £18 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 | ✓            | £26      |

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 £26 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 £8.50 per session.

**Teatime Club** Monday – Friday 3.15pm – 5.15pm      £15 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £18 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 | ✓          | £26 |
| Tuesday AM   | 8.45-11.45   | ✓          |              | Tuesday PM   | 11:45 – 3.30 | ✓          | £26 |
| Wednesday AM | 8.45-11.45   | ✓          |              | Wednesday PM | 11:45 – 3.30 | ✓          | £26 |
| Thursday AM  | 8.45-11.45   | ✓          |              | Thursday PM  | 11:45 – 3.30 | ✓          | £26 |
| Friday AM    | 8:45 – 11:45 | ✓          |              | Friday PM    | 11:45 – 3.30 | ✓          | £26 |

### Additional PM session charged at £26

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 £26 per session.

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

**Breakfast Club** - Monday – Friday from 7:30 – 8:45. The cost is £8.50 per session.

**Teatime Club** Monday – Thursday - 3.15pm – 5.15pm £15 per day

Or

Monday – Thursday - 3.15pm – 5:55pm £18 per day

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## 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<br>(AM sessions 11:55 onwards and including 30-hour code children leaving at 11:45 on Friday)<br>(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<br>(AM sessions 12:05 onwards and including 30-hour code children leaving at 11:45 on Friday)<br>(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.

15-hour and 30-hour entitlements will begin on the day the child starts and cannot be used for additional days.

## 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.