The Winns Primary School

Nursery Admissions

Policy

2027/2028

Policy Written: March 2025

Policy Updated: November 2026

Policy Agreed: November 2026

Next Review Due: November 2027

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If the above information has not been provided by the date indicated in the school offer letter, the place will be withdrawn, and offered to another child.

15-hour places require a minimum of 4 days attendance for either the allocated morning or afternoon. 30 hour places require minimum attendance of 4 days.

5. Changes to offers

- A four week notice period is required to cancel or change any days. This is regardless of any changes to your 15- or 30-hour free entitlement and it may not always be possible to alter the 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. Requesting an Additional Friday or Friday Afternoon Session

- A four week notice period is required to cancel, add or change any days attending.
- The process for requesting ad-hoc Friday of Friday afternoon sessions is as follows:
  - Email sent to the office no later than Wednesday at noon. office@winns.waltham.sch.uk
  - The office will confirm your request in writing
  - Fee will be added to Parent Pay. Refunds cannot be issued or moved to another date if the session is no longer required
  - Requests should not be made on the same day and should not be requested in person at the nursery door.

Please note – any long-term changes should be made 4 weeks prior to the requested date.

7. Fees

Below is an outline of the Nursery Provision for 2027/2028

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.

- Payment is made via Parent Pay.
- Accounts should be in advance and not be in arrears.
- If your account is in arrears and the account holder is sent more than two emails requesting payment during the period of a term, the place will be put on hold and pupil(s) will not be able to attend until the account is settled. If payment has not been made within one week of the place being put on hold, the place will be cancelled and offered to the next person on the wait list.

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.

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 No charge
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 £8.50 per session.

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

Or

Monday – Thursday - 3.15pm – 5:55pm £18.50 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 £2.96 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 £18.50 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 £2.96 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 £18.50 per day

Please see section 5 for information regarding additional days/sessions.

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 £2.96 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 £18.50 per day

7. Wraparound Allocation of places

Admissions/Allocation of places for Wraparound services are as follows:

- Subject to Safeguarding plan
- Staff children
- Position on waiting list (first come, first served basis)

There are a limited number of places for wraparound services. Further information can be found in The Extended Day Policy.

8. 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.

9. Nursery Procedures

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

10. 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.

11. Deferring a Reception Place and attending The Winns Nursery

Information regarding deferring a Reception place and attending The Winns Nursery can be found on our website.

12. Agreement to the terms

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