



Nursery Admission Policy

Date approved:	June 2024
Date reviewed:	June 2025
Date of next review:	June 2026

CONTEXT

Little Oak Nursery is a maintained nursery for children aged 3 and 4, part of Fulbridge Academy. The nursery offers both 30-hour and 15-hour places, including funded childcare options for eligible families in accordance with government guidelines.

Each nursery session offers a maximum of 50 places. The nursery typically operates at full capacity from September; however, if places become available after this time, they will be allocated to children on the waiting list.

This document outlines the admissions process and policy for Little Oak Nursery, the maintained nursery provision at Fulbridge Academy.

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old. At Little Oak Nursery, all three- and four-year-old children are entitled to 15 hours of funded childcare per week, for 38 weeks each year. This is a total of 570 hours of funded early education each year. Children can begin accessing their funded childcare hours at Little Oak Nursery from the term following their third birthday, and continue until the end of the summer term before starting Reception. Some parents may be eligible for an additional 15 hours of funded childcare (totalling 30 hours per week) if they meet specific employment criteria as set out in government guidelines.

1.0 ALLOCATION OF PLACES

Places are allocated by the Governing Body, with the main allocation for the September intake completed by the end of June in the summer term. Please see below for the criteria that the Governing Body will apply when allocating nursery places. Places will be allocated in the order stated below.

- Children who are entitled to 30-hour funding. (A valid 30-hour code must be provided before the child starts.)
- Children who require 15 hours of funded childcare and have siblings attending the academy. (All children are entitled to this funding.)
- Any other children will be allocated places on a first-come, first-served basis, according to the date of their application.

Parents and carers can request to join the waiting list for Little Oak Nursery up to one year in advance of their desired start date. Any applications received after the initial request period will be added to the waiting list and offered a place should one become available.

2.0 APPLICATION PROCESS FOR A NURSERY PLACE AT LITTLE OAK

Parents or carers must formally apply for a place through the Fulbridge Academy website. To make a request, parents and carers are required to complete the waiting list application form, which is available from the school office or on the academy website. The form will request the child's name, date of birth, contact details, preferred hours/sessions and the preferred start date.

3.0 HOW PARENTS ARE INFORMED

When applications are received by Fulbridge Academy, parents/carers will receive confirmation via email or letter. This will acknowledge their application and inform them of when they can expect to be contacted further, either:

- a) to offer a place
- b) to inform them that they are on the waiting list

If parents/carers are offered a place, they will need to confirm their acceptance, after which a start date will be confirmed. Parents will be required to confirm acceptance of the place within 2 weeks of the offer. If confirmation is not received within this timeframe, the place will be offered to the next child on the waiting list. Parents will then be invited to visit Little Oak Nursery, where they will have the opportunity to meet the staff and share any relevant

information about their child.

For new starters, a funding form must be completed as part of the application process to enable the nursery to claim the funding for the child.

For parents of children aged 3 and 4 who are eligible for 30 hours of funding, a code must be provided to the nursery. This code can be obtained from <https://www.gov.uk/30-hours-free-childcare>, which also contains eligibility information.

The 30-hour funding codes must be reconfirmed by parents/carers every 3 months. Failure to reconfirm or validate the code will put the child's funding at risk. If parents/carers no longer have a valid code, they will be charged for all sessions their child attends.

4.0 NOTICE OF LEAVE

We operate a four-week notice period for any child leaving our setting. If a child is transferring from another setting, a four-week notice period must also be given to the previous child care provider. This notice period allows time for any funding to be cancelled at the previous setting and subsequently claimed at the new setting. Failure to provide the required four-week notice may put funding at risk, and parents/carers could be asked to pay for sessions until the funding is properly transferred.

5.0 RECEPTION APPLICATIONS

Securing a place at Little Oak Nursery does not guarantee a place in Reception at Fulbridge Academy. Parents and carers must apply for a Reception place at Fulbridge Academy through the Local Authority.

For more information about our nursery, please follow the link to our website <https://www.fulbridgeacademy.co.uk/page/?title=Little+Oak+Nursery&pid=121>

6.0 POLICY REVIEW

The nursery policy will be reviewed annually.