



Holyoakes Field First School Nursery Admissions Policy

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Introduction

Holyoakes Field First School and Nursery is a welcoming, forward looking and inclusive 3-9 school. The school joined Bordesley Multi Academy Trust in May 2019. Prior to re-locating to the new site at Cookridge Close, Holyoakes Field First School has served the community in and around Bridge Street for over 100 years.

Our pupils are at the heart of everything we do. Children, staff, parents, carers and governors share enormous pride in our school. The opportunities offered inspire our children to come to school each day; motivated, enthusiastic and ready to learn. Our core values underpin our curriculum. Our motto of being a 'Happy, Friendly, Fun and Safe' environment for children, families and staff is indicative of the school's positive culture and ethos.

This policy outlines the arrangements for admission into our **Nursery only**. Please be aware that a place in the nursery does not guarantee a place in the school or give any advantage to the child's application for a Reception place. Parents/carers must apply for a school place through the Worcestershire admissions procedure **the year before your child is due to start Reception**. Please see our main Admissions Policy, available from the school office or website for further information on how to apply for a Reception place.

Holyoakes Nursery operates during term time only in line with the main school and has capacity for a maximum of 24 children during each session. We are able to offer a child a place from the term after their 3rd birthday.

Application Process – How to Apply

Parents/carers are welcome to apply for a place at Holyoakes Nursery at three points within the school year. We have intakes for the Autumn, Spring and Summer terms dependant on available nursery places.

An initial enquiry form will need to be completed for each child looking for a place in our nursery. These can be obtained in person from the school office or by requesting an electronic copy using the email address Office@holyoakes.bmat.co.uk. These will need to be completed and returned to school by email or handed to the office by the deadlines listed below:

The deadline dates for applications are as follows:

September intake:	1 st April
January intake:	1 st September
April intake:	1 st January

Sessions

The Nursery operates on a term time only basis in line with then main school, 38 weeks a year. Term dates can be found on the school website.

There are ten nursery sessions available each week; two sessions per day. There is also the option to stay for lunch. A charge will apply if this exceeds the 15/30 funded hours.



Session times are as follows:

Morning session	8.30am - 11.30am
Lunch session	11.30am - 12.15pm
Afternoon session	12.15pm - 3.15pm

Allocation of Nursery Places

Once the enquiry form has been received, we will review all applications and we will contact the parent/carer in writing to offer the child a place within the nursery by the following dates:

- September places will be notified by 1st June
- January places will be notified by 1st November
- April places will be notified by 1st March

** if the above dates fall on a none school day or a school holiday the parent/carer will be notified on the next available day school is open. **

Children who will be three before September will be allocated places first.

We cannot guarantee the preferred sessions will be available, but we will do our very best to accommodate these where we can. If we are unable to offer the preferred sessions, parent/carer will be advised what sessions are available and if not suitable the child will be added to the nursery waiting list and the parent/carer will be contacted as soon as a place becomes available.

Once the place has been offered, the parent/carer will need to accept this in writing. The parent/carer will be asked to provide the child's birth certificate, complete the Nursery Funding Parent Declaration form, and complete the schools consent form, these will be sent with the offer letter. Until these have been received by the school office the nursery place is not guaranteed.

The Nursery team will then make contact with the parent/carer to find out more about the child and their needs and will arrange for the parent/carer and child to attend the Nursery setting prior to them starting, to meet the staff and help familiarise themselves with their new surroundings.

If there are unfilled places available, children who will be three years old by 31st December will then be considered for a Rising Three place.

In most circumstances, the school aims to have termly admissions in order to minimise disruption and to support induction arrangements. Children can be admitted to start at the beginning of the term following their third birthday i.e. children born between 1st September and 31st December may start Nursery in the January after their third birthday if there are spaces available. Children who are born between 1st January and 31st March may start Nursery after Easter (after their third birthday) if there are spaces available. Unsuccessful applicants added onto the waiting list will be considered with the next group of applications.



Sessions must be booked a term at a time. If you would like to make changes to the booked nursery sessions, the school must be notified in writing by the half term of the previous term i.e. a parent would like to reduce their child's nursery sessions from 5 sessions a week to 4, from January, the parent must notify the school of this change in writing by October half term. The school will then confirm the change in writing. After the half term has passed it will not be possible to make any changes to a child's hours and any fees incurred during this time will be payable by the parent.

Funding

Universal Entitlement - 15 hours funding

All children are entitled to 15 funded nursery hours per week, commencing from the term after their third birthday.

Parents may choose which sessions they would like their child to attend subject to availability.

Any extra hours booked over the 15 hours per week entitlement will be charged for at **£5.00 per hour/£15.00 per session**. Fees will be payable in advance, via bank transfer. Fees will be reviewed each academic year and aligned with the gove

Extended Entitlement - 30 hours funding

Depending on circumstances, parents may be entitled to claim an additional 15 hours funding (30 funded hours in total) per week for their child. This is available from the term after the child's third birthday for families who meet the following criteria:

- Both parents must be working - or the sole parent is working in a lone/single parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed, and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this to the school.

Parents are asked to renew their 30 Hours Code every 3 months and will receive a reminder text/email direct from HMRC of how and when to do this. **The reminders will be sent 4 weeks and then 2 weeks before their code is due to expire, and eligibility has not been reconfirmed.**

The nursery will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.



If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery. When the grace period lapses the place will revert to a universal 15-hour place.

If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of Holyoakes Nursery is essential and therefore we reserve the right to fill any vacant spaces.

An online childcare calculator can be found at www.childcarechoices.gov.uk where parents are able to establish their entitlement and make an application if they qualify.

If a child attends more than one nursery or setting, their funding hours will be split across those two settings. Parents/carers are asked to complete the parental declaration funding form at the start of each academic year to confirm the hours the child attends at both settings. If the parent/carer chose to move their child to another setting/nursery once the hours have been claimed by Holyoakes Field First school, then they will lose the funding until the start of the next term.

Payment for additional sessions

If the child attends nursery each week for more than their funded hours and lunchtimes, parents/carers will be invoiced for the required amount of sessions. We will charge **£5** per nursery hour/**£15** per nursery session (3hours per session) and **£3** per lunch time session. Invoices will be issued by email as near to the beginning of each half term as possible. Payment must be made within 14 days of the date of the invoice. Fees will need to be paid regardless of non-attendance and illness. If payment is not received within the above time frame, we reserve the right to withdraw the child's place within our nursery.

Late Collection

As a nursery and school, we have a late collection policy in place. A copy of the full Late Collection Policy can be found on our website and we have shared key information from this below:

The aim of this policy is:

- to minimise the emotional distress that some children may experience if they are not collected on time
- to enable all staff to attend training, meetings and carry out core tasks by ensuring timely collection of children
- to ensure all parents and carers understand the implications of late collection

Nursery: All children attending our morning sessions not collected from the nursery room by 11.30am will be charged **£3** for lunch cover. Any nursery children not collected by 3.15pm will be escorted to the office where the receptionist will register them as a late collection and contact parents/carers.

If this becomes a regular occurrence and there are no extenuating circumstances, then charges will apply (in nursery and all key stages) and the school will keep records of this and invoice parents/carers accordingly.



A late fee of **£5** will be charged to parents for children who are still in nursery between 3.15 - 3.25pm with an additional fee of **£3** for every 15 minutes thereafter. This money will be paid into school funds. At 4pm, Worcestershire Children's Services will be contacted.

Additional Information

- If your child no longer requires their nursery place the parent/carer must inform the school as soon as possible in writing. Any fees payable for the rest of the term the notice is given, must be paid as per the above terms.
- **As places in the nursery are limited, parents/ guardians are advised that poor attendance without good cause may lead to withdrawal of the place.**
- Please be aware if the child is attending for more sessions than their funded hours, fees will be payable in advance. If a child does not attend nursery for any reason, their session is still chargeable and cannot be swapped or replaced with alternative days. Additionally, we reserve the right to withdraw sessions if nursery fees are not paid.
- Children should be brought to and collected from nursery by a responsible adult **over the age of 18 years.**
- The school must be notified of any changes to collection/ drop-of arrangements. Staff will not hand over your child to a different adult without prior notification.
- Emergency contact details and medical information must be provided before children can start nursery.