



## NURSERY ADMISSIONS POLICY

Updated by	Kat Warner
Updated when	January 2026
Ratified by	
Ratified when	To be ratified at Full Governing Body meeting on 04/02/26
Signed	
Signed by	
Next Review Date	September 2026

Contents		
1	General Admission Information	2
2	Admission Number	3
3	Admission into school	3
4	Proceedures for applying to our Nursery	3
5	Admission Criteria	4
6	Settling In	5
7	Attendance	5
8	Terms and Conditions	5

## 1. GENERAL ADMISSION INFORMATION

---

Admission to our nursery is managed by the school and is the responsibility of the Governing Body as delegated by the Local Authority.

At Stokenchurch we offer both 15 hour and 30 hour funding for children aged 3 years old. We enrol children in either September, January or April after their third birthday. It is the parents' responsibility to check their eligibility for 30-hour funding. To check eligibility, follow the link:

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/30-hours-childcare/eligibility/>

Please visit the following websites for further information about Early Years childcare:

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Please find below details regarding the utilisation of your government-funded childcare hours and available extended provision.

- **15 Universal Hours:** These hours entitle your child to attend either our standard morning session (8:30 AM - 11:30 AM) or our standard afternoon session (12:30 PM - 3:30 PM).
- **30 Extended Hours:** For those eligible, 30 hours provide coverage for a full day from 8:30 AM to 2:30 PM.

### **Paid Extended Provision:**

You have the option to purchase additional extended hours to supplement your funding. These extended hours are charged at a rate of £6 per hour.

- \*11:30 AM - 12:30 PM
- 2:30 PM - 3:30 PM

These extended hours are charged at a rate of £6 per hour. *\*If you extend your child's day to include this period, you are required to provide a packed lunch from home.*

### **Further additional extended hours:**

For parents requiring more than the funded hours, we offer additional paid sessions to facilitate full-time nursery enrolment. If you are not eligible for the 30-hour extended funding, you can book these sessions at a cost of £18 per 3-hour block, or £6 for each additional hour.

## 2. ADMISSION NUMBER

---

At Stokenchurch Primary School, we currently have space for 26 children in our Nursery classroom during one session. This can be either a class of 26 children in the morning sessions and a further 26 children in the afternoon sessions, or a combination of morning and afternoon children attending part or full-time hours.

## 3. ADMISSION INTO SCHOOL

---

We admit children in September, January and April for either the 15-hour universal funding or the 30-hour extended funding. Parents have the option of enrolling their child for morning sessions, afternoon sessions, full day sessions or a combination which fits into your family needs, and is agreed with by the Nursery Manager and/or the Headteacher

Any changes or amendments to the pattern of attendance that is agreed, needs to be discussed, confirmed and authorised by the Nursery Manger at least four weeks before any changes can be put in place.

It should be noted that admissions to any nursery even those attached to a school does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education.

## 4. PROCEDURES FOR APPLYING TO OUR NURSERY

---

If you would like your child to attend our nursery, you must submit an enquiry by completing an initial interest form and returning it to the school office. This can be when your child is two years old, or as soon as possible after that. A confirmation email will be sent to confirm safe receipt.

When submitting an application to Nursery, Parents are required to state their preference for either 15 or 30 hour sessions. They must also provide information regarding days and sessions (mornings, afternoons, full days or an individualised combination) they would like to be considered for and select a preferred start date. This will be either September, January or April depending on which term falls after their child's third birthday.

The school will make every effort to accommodate the preferences where possible, and in such cases, the final decision as to when a child is admitted and on an individualised pattern of attendance, rests with the Nursery Manager and/or Head teacher.

Once a start date and a pattern of attendance has been discussed and agreed by the Nursery Manager, a confirmation email, admissions pack, including our terms and conditions will be sent out. All forms are to be signed and returned to the school, along with any supporting documents, before a child starts at Nursery. All documents can be delivered either in person or by email:

[office@stokenchurchprimary.bucks.sch.uk](mailto:office@stokenchurchprimary.bucks.sch.uk)

Please note, if your child is offered a place, you must confirm your acceptance to the school and complete all required paper work within four weeks, otherwise the school may have to refuse places for other children unnecessarily. All applications are then considered in accordance with the admission criteria as set by Buckinghamshire County Council (see below).

## Important Notice:

- Submitting an enquiry form does not guarantee your child a place in our nursery. Places are offered based on the availability of sessions and the application of our admissions criteria.
- Please refer to our full Admissions (Nursery) Policy (found on [Statutory Information](#) page) for details on how places are allocated. If we are oversubscribed, we use specific criteria (e.g., proximity to the nursery, sibling priority, specific social or medical needs) to decide between applicants.
- Due to high demand, not all applicants are offered a place. Offers are made strictly in line with our admissions policy criteria.
- Children who are not offered a place will be placed on our waiting list and parents notified.

## 5. ADMISSIONS CRITERIA

---

It is our intention to make our nursery class accessible to all children and their families from all sections of the local community. We aim to ensure that all sections of the community have access to the nursery class through open, fair and clearly communicated policies. We want children to feel safe and happy in the absence of their parents and to recognise other adults as a source of security, help, authority and friendship. We want children to settle into the nursery class and to develop trust and appropriate attachment to the adults who work here. In order to achieve this aim:

- Parents can register their child with the school for consideration for a place in the nursery class once the child has reached 2 years of age. Places are not allocated, however, on the basis of when the registrations are made.
- The nursery class is open to every family in the community. We welcome children regardless of their gender, special educational needs, disabilities, background, religion or ethnicity.

### Buckinghamshire County Council Nursery Class Admission Rules:

If the number of applications exceeds the number of places, children who already hold a statement of special educational need or Education, Health and Care Plan have been allocated places, the remaining places will be allocated in the following order:

1. Looked after children and previously looked after children.
2. Children who have exceptional medical, or social needs supported by written evidence from an appropriate professional.
3. Children living within the catchment area of the school.
4. Siblings of children who are attending the school at the time allocations are made or attend a linked primary school at the time allocations are made.
5. Children who qualify for Early Years Pupil Premium.
6. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the child's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight-line distance. The straight-line distance definition: is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use'.
7. Where one place remains and the next two applicants are equal distance from the school, (addresses are equidistant) including flats and apartments, a random allocation will made. The terms used in these rules are as defined in the primary rules above. The catchment area used is also as defined in the primary rules. For further information please visit:

<https://www.buckscc.gov.uk/services/education/school-admissions/admissions-policies-andstatistics/admissions-policies/>

## 6. SETTling IN

---

To ensure that pupils feel secure, and settle into the nursery class confidently, we offer 3 induction sessions in the term prior to the children starting with us. There is also an option to have a pre-arranged home visit. At the beginning of the child's first term, they are offered a staggered entry process over the first week. This information will be arranged and confirmed at least six weeks before a child's starting date.

## 7. ATTENDANCE

---

We ask that a regular pattern of attendance is agreed upon with the Nursery Manager during the application process and is adhered to at all times.

Where a pupil has been on a long-term absence (of four weeks or more) and fails to return on the agreed return date and no mitigating circumstances, such as illness certified by a doctor, we reserve the right to remove the child from the school roll. If the child does not return on the agreed date the school will contact the family by phone and if there is no reply a letter will be sent. Parents may reapply for a place subject to availability.

## 8. TERMS AND CONDITIONS

---

All applications and patterns of attendance will be agreed and confirmed by the Nursery Manager.

All parents will be notified at least six weeks prior to a child's start date.

Any amendments to the pattern of attendance will need to be discussed with the Nursery Manager at least four weeks before any changes can take place.

All parents will be allocated a Parent Pay account once their child's application has been confirmed and they must activate their account within 7 days of being notified.

All fees are to be paid for in advance.

An invoice of fees will be generated at the beginning of each half term and must be paid within 7 days via Parent Pay.

If a child is absent due to sickness or holiday you will still be charged for any agreed fees.

If you choose to take your child out of school during term time for a holiday, you must complete a leave of absence form and submit this to the school office.