

Moss Park Primary School



Achieving Excellence Together

Nursery Admission Policy

Author	S Nunwick
Reviewed	April 2026
Responsible Committee	Resources and Premises
Date Approved	15/06/2026
Next Review Date	April 2027

Moss Park Primary School has a standard number of 60 pupils per year group as agreed with the Local Education Authority. We are an inclusive school that welcomes children from all backgrounds and with all abilities.

The following policy has been agreed by the Governing Body and applies to all classes at the school.

NURSERY CLASS

Children are admitted to our Nursery in the September of the academic year they become four. Moss Park Primary School controls its own nursery admissions and provides morning places (part time) and full time places. Our full time offer is 32.5 hours, which brings our Nursery start and finish time in line with the rest of the school.

In line with LA and Department of Education (DfE) guidance, Moss Park Primary will offer both 15 and 30 hour places for 38 weeks per year, during term time. The 15 hours 'free' entitlement must be used in its entirety at Moss Park Primary School. The 30 'working parent' entitlement will be offered to parents who meet the DfE criteria: <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

It is the responsibility of the parents to ensure they are eligible for the 30 hour 'working parent' entitlement place and provide the school with the information required from the DfE, failure to do so would result in the place being withdrawn. Parents wanting a full-time nursery place must accept the place 5 day per week.

Parents whose circumstances change and are no longer eligible for 30 hours 'working parent' entitlement will result in the full-time place being withdrawn, unless they wish to pay a 'top-up' charge (see below).

While the 30 hour 'working parent' entitlement covers your child's core learning hours, the expense of employing dedicated staff for lunchtime supervision is not included. To ensure we can continue to provide a safe, supervised, and engaging experience for your child during the lunchtime period, we are requesting a contribution of £3.10 per day (£15.50 per week) to cover this additional cost to school.

If your child has a full time nursery place, but your situation changes and you are no longer entitled to the working parent funded hours, we offer the option of a top up afternoon place.

Subject to availability, we also offer 'top-up' afternoon places for parents who wish for their child to attend Nursery above the 15 hour 'free' hours entitlement, but who are not eligible for the additional 15 hours 'working parent' funded hours.

Our maximum number in the afternoons is 26 pupils. In this instance parents/carers requesting a 30-hour place for their child (i.e. attending both morning and afternoon sessions) would pay a 'top-up' charge for the additional 15 hours of £19.00 per day (£95.00 per week).

Attendance at the Nursery Class

Nursery Sessions are currently calculated as follows:

Full time – '30 hours' (in our school this equates to 33 hours and 20 minutes per week)

- Morning session 8.45 am -11.45 am
- Lunch 11.45 am -12.30 pm (a contribution of £3.10 per day is payable for lunchtime supervision)
- Afternoon session 12.30 pm - 3.25 pm

Part time - 15 hours Morning session 8.45 am – 11.45 am

The admission of new children will be staggered over a short period so that children can be helped to settle in. Opportunities for a preliminary visit will be provided.

We offer a limited number of place in our wrap round care for our Nursery pupils and interest in this can be indicated on your application form.

Criteria for Admissions

Requests for Admissions

- Applications for places for children in the Nursery class should be completed by parents on the appropriate form and submitted to the school office. The forms can be obtained for the school office.
- The school keeps an application list of pupils seeking admission.
- The inclusion of a child's name on the application list does not constitute the promise of a place. No statement, verbal or written, regarding the likelihood of a place being allocated will be made as this may be construed as a promise of a place.
- Similarly applicants for places in the Nursery are made aware that admission to the Nursery does not constitute a promise of a place in the Primary School nor does it preclude admission of their child to any other school in the area.
- No places are available in the Nursery for children under the age of three
- Most children will attend the Nursery for three terms prior to the September admission to a Reception class.

Determining Priorities for Admissions

- a) The Nursery class may serve a wider community than that normally served by the main school. This is reflected in the Admissions Policy.
- b) Where the Nursery is oversubscribed priority will be given to children in the following order:
 - Looked After Children and previously Looked After Children
 - Children in the catchment area with siblings attending the main school
 - Other children in the catchment area
 - Children outside the catchment area with siblings attending the main school
 - Other children

Should the Nursery still be oversubscribed offers of admission are prioritised according to the distance from home to school, measured by a straight line on an Ordnance Survey map from home to the front gate of the school. The shortest distance is given priority.

In the event of oversubscription in any one category distance from home to school will be the determining factor in offering a place.

Similarly, should there be oversubscription in any category for a morning place, then distance from home to school will again be the determining fact.

Informing Parents of the Outcome of their Applications

- The school office will inform all applicants for places whether or not their child is to be admitted. In the case of September admissions the timing of letters will normally be sent out mid-April in line with the nationally determined offer for admission to primary schools. When mid-April falls in the Easter holidays, letters will be sent out on the Monday of the last week of the spring term.
- A letter informing parents of the outcome of their application will be sent.

Admissions at other times of the school year will be made by the Headteacher, subject to there being suitable vacancies. The same priorities for admission as described above will apply unless the child is one who reaches the third birthday between 1st September and 31st March. In this case admissions will be determined by age.

NURSERY CHARGEABLE EXTRAS

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. The School can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place. Should you wish to access these extra services on your funded days the cost of these is shown below:

DESCRIPTION	DETAILS	UNIT	UNIT PRICE	TOTAL
Free entitlement hours - 15 hours per week	Available in Term Time over 38 weeks as 5 mornings per week	Weekly	Free	Free
Free entitlement hours - 30 hours of childcare - <i>If you're a working parent, you may be able to get 30 hours of free childcare a week</i>	Available in Term Time over 38 weeks as 5 full days per week	Weekly	Free	Free
Additional 15 hours (paid)	'Top up' places may be available for parents who do not qualify for the 30 hours 'working parent' entitlement in the afternoon	Weekly	£19 per day for 5 days per week	£95.00 per week
Lunchtime Supervision	Only the core learning hours are covered by the 30 hour entitlement. To provide a safe, supervised, and engaging experience during the lunchtime period we are requesting a voluntary contribution to cover the additional costs to the school	Voluntary – weekly	£3.10 per day	£15.50 per week
Breakfast Club	Available in term time over 38 weeks from 8:00 am to 9:00 am	Daily	£2.70 per day	£13.50 per week
School meal (30 hour children)	A hot school meal can be purchased everyday (optional) or alternatively children can bring a pack lunch.	Daily	£2.95 per day	£14.75 per week
Additional snack	A snack of i.e. fresh fruit, raisins & breadstick is provided in Nursery	Voluntary - weekly	£3.00 per week	£3.00 per week
Activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework	This includes events, celebrations, specialist tuition. These will be charged at a rate relative to the cost of the activity	Ad Hoc	N/A	£ TBA