Pre-School and Nursery Admissions Policy September 2025

(Updated March 2026)

At The Harmony Trust we provide Pre-School and Nursery provision, in eligible academies, where applications for admissions are managed by the academy's office. Please get in touch with the academy office directly to apply for a Pre-school or Nursery place.

Rationale

- We believe that all young children should have an equal opportunity to access high quality, Early Years Education.
- To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity regarding the criteria and procedures for allocating Pre-School and Nursery places.

Aims

- To have a fair and consistent process for allocating places.
- To ensure all applicants are equally considered and valued.

Admissions Criteria and Procedures

Priority for allocating places will be as follows:

1. The academy will admit any pupils with an Education, Health and Care plan naming the academy.
2. Vulnerable children as designated by the Local Authority. These are defined as Looked After children, children deemed to be at risk on the Child Protection Register or Children In Need.
3. Children living within the catchment area with a sibling in the academy at the time of their admission.
4. Children living within the catchment area without a sibling at the academy.
5. Children living out of the catchment area but with a sibling at the academy.
6. Children living out of the catchment area.

Procedures:

- Parents will need to bring in valid ID such as a birth certificate for the child to register their place at the academy office.
- Intakes into Pre-school and Nursery are September, January and April. Places will only be offered in January and April if there are spaces available following our main September intake.
- Places *may* be filled at other points throughout the year if available, in line with the admissions policy.
- Usually, parents will be notified of their child's pre-school or nursery place in July for a September start, December for a January start and March for an April start.
- We will always endeavour to offer our Pre-school and Nursery places to families who are entitled to funded places. After these places are offered, and providing we have the space, we will then offer places to parents who may wish to pay the fees outlined in the childcare offer section of this policy.
- We will try to accommodate all requests for parents' session preference, but there may be times when it is necessary to offer an alternative.
- **Please note: A place in Pre-school or Nursery does not guarantee a place in Reception at this Academy.**

Childcare offer

You can find more information on eligibility and on all forms of childcare support here:

Homepage | HMRC Childcare Choices

Pre-school (2 Year olds)

15 funded hours per week for 2 year-olds

- This is a targeted offer for the most vulnerable 2-year-old children, whose families meet the criteria. Available from the term after the child's 2nd birthday.
- Parents/ carers of children who wish to access a 2-year-old place should apply to the Local Authority. Once the Local Authority has confirmed eligibility, parents will receive their funding code. Only a valid code will guarantee the funding of the 15 hours under this entitlement, and it is the parent(s)/ carer(s) responsibility to provide this.

Extended childcare offer of 30 funded hours per week for eligible working parents

- To register for a 30 hour funded place parents must register on-line at Apply for free childcare if you're working - GOV.UK. Parents will then be provided with a code to access this childcare. Only a valid code will guarantee the funding of the 30 hours under this entitlement, and it is the parent(s)/ carer(s) responsibility to provide this. Parents will be asked to renew their code every 3 months. The school will not hold a place for a child whose parent/ carer is still 'applying' or 'reapplying' or has lost their eligibility code.

The table below outlines the sessions available at Pre-school and additional charges which may apply

Options	Times	Funded Hours	Additional Hours	Charge per week
Five mornings a week	8.45-11.45	15		
Five afternoons a week	12.15-3.15	15		
Five Days	8.45-3.15	30		
Five Days	8.45-3.15	15	15	£128.25

Additional charge per week over 15 hours entitlement is £8.55 per hour. We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence. If you wish your child to have a hot lunch, there is an additional charge of £2.75 per day in addition to the costs outlined above. These fees will remain the same throughout the whole term in which your child turns 3.

Nursery (3-4 Year Olds)

15 Funded Hours per week (Universal offer for all children)

- Term time only, available from the term after the child's third birthday

Extended childcare offer of 30 funded hours per week for eligible working parents

- Term time only, available from the term after the child's third birthday.
- To register for a 30-hour Nursery place parents must register on-line at Apply for free childcare if you're working - GOV.UK Parents will then be provided with a code to access this childcare. Only a valid 30-hour code will guarantee the funding of the extended 15 hours under this entitlement, and it is the parent(s)/ carer(s) responsibility to provide this. Parents will be asked to renew their 30 hours code every 3 months. The school will not hold a place for a child whose parent/ carer is still 'applying' or 'reapplying' or has lost their eligibility code.

The table below outlines the sessions available at Nursery and additional charges which may apply:

Options	Times	Funded Hours	Additional Hours	Charge per week
Five mornings a week	8.45-11.45	15		
Five afternoons a week	12.15-3.15	15		
Five Days	8.45-2.45	15	15	£90.45
Five Days	8.45-3.15	30		

Additional charge over 15 hours entitlement is £6.03 per hour. We are unable to refund Nursery fees for sessions not taken due to illness and leave of absence. If you wish your child to have a hot lunch, there is an additional charge of £2.75 per day in addition to the costs outlined above.

Fee Paying/Additional Hours Terms and Conditions

Payment of Fees:

- Fees must be paid monthly or weekly in advance of the sessions being taken.
- Payment for additional hours is to be paid by ParentPay, activation letters are issued by the school office.
- We are unable to refund fees for sessions not taken due to illness and leave of absence.
- Fees are reviewed once a year. Any changes of fees, you will be notified at least 4 weeks in advance.
- If your child is late being picked up on a regular basis, we will begin charging for the additional hours.
- Meals are £2.75, if you wish for your child to receive a hot dinner from our Academy, these must be pre-booked and pre-paid a week in advance.

Termination or Suspension of this agreement by the Academy:

- We have the right to withdraw additional hours if you have failed to pay any fees.

Termination of this agreement by Parent:

- If you wish to terminate the additional hours, you must give two weeks written notice in writing or via email

Request of change of hours:

- If you wish to increase your child's additional hours, you must give two weeks written notice in writing or via email. If we unable to offer these hours, we will hold a waiting list.
- If you wish to decrease your child's additional hours, you must give two weeks written notice in writing or via email.

Confirmation:

- The above Terms and Conditions supersede those previously issued and take effect from 1st April 2026. Failure to adhere to the above terms may result in the suspension of your child's place. By accepting or continuing to accept a place for your child, you agree to accept the Terms and Conditions stated above and any future variations (subject to one calendar months' notice being given of any such changes).