

WOODLANDS PRIMARY SCHOOL



NURSERY AND PRE-SCHOOL ADMISSIONS POLICY

UPDATED: September 2025
REVIEW DATE: September 2026

PURPOSE OF ADMISSIONS POLICY

To determine which children are eligible for each of the 18 Hedgehogs (9-24 months) Nursery places available and to allocate places where the number of applications exceed those available.

To determine which children are eligible for each of the 22 Squirrels (2-3 years) Nursery places available and to allocate places where the number of applications exceed those available.

To determine which children are eligible for each of the 26 Foxes (3-4 years) Pre-school places available and to allocate places where the number of applications exceed those available.

CRITERIA FOR ADMISSION

A child is eligible for admission to Hedgehogs Nursery when they turn 9 months.

A child is eligible for admission to Squirrels Nursery the term after they turn 2 years*

A child is eligible for admission to Foxes Pre-School the term after they turn 3 years*

*If a child is joining mid academic year the following applies:

- Children born in the period 1 January to 31 March: eligible for admission the start of the term beginning on or following 1 April after the child's second or third birthday
- Children born in the period 1 April to 31 August: eligible for admission the start of term beginning on or following 1 September after that child's second or third birthday
- Children born in the period 1 September to 31 December: eligible for admission the start of term beginning on or following 1 January after the child's second or third birthday

➤ Priority for Admission is given to the Following Categories

1. Children in need, as defined by the Children Act 1989
2. Children with special educational needs as defined by the Education Act 1996
3. Children for whom exceptional personal/domestic circumstances (whether presented by the parents or otherwise) justify, in the Head Teacher's view, admission to Nursery/Pre-school education. Such applications may be referred by either Headteacher or parents to the Head of Service, Achievement and Wellbeing.
4. Other children living in CWAC
5. Children living outside CWAC

➤ Over Subscription Criteria

In the event of our Nursery or Pre-School classes being oversubscribed, priority for admission will be determined by:

1. Whether or not the child has siblings in the school
2. The proximity of the child's permanent residence to the school
3. The age of the child (DOB)

ADMISSION ARRANGEMENTS

The admission of a child to a Nursery/Pre-School place is a legal process and all offers and acceptances of a place will be confirmed in writing.

Applications are made for places in our Nursery/Pre-School by completing and returning a Nursery/Pre-School Registration form which is available from the school office or website. Parents will receive in writing the offer of a place at the earliest opportunity but at least 4 weeks before the child's start date. Parents must accept the offer of a place in writing.

After the acceptance deadline has been reached for the first round of offers of places, further offers will be made in order to fill any remaining available places. Names will remain on the waiting list to fill future places and in the event of oversubscription.

Applications for a Nursery place will be dealt with as received but all offers will be put in writing and must be accepted in writing.

As we are sometimes oversubscribed for Nursery/Pre-School places at Woodlands, funded sessions will be prioritised over paid sessions. Oversubscription criteria will still apply.

It is important to note that children already attending our Pre-School will not transfer automatically into the main school. A separate application must be made with the Local Authority for a place in Reception via the Cheshire West and Chester Council website.

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions>

FLEXIBILITY

Within each of the priority bands above, factors may be considered to determine whether a child should be allocated a particular session and requests in writing, for different sessions, are prioritised in the following order:

- a. Children in need (as defined by Children Act 1989)
- b. Children with special education needs (as defined by Education Act 1996)
- c. Children with exceptional/domestic circumstances
- d. Children living in a 25% disadvantaged super output area (identified by qualifying postcodes)
- e. All other children

Within each of the priority bands identified above, the following factors may be considered in determining whether a child should be allocated particular hours/sessions:

- Any particular needs of the parent or child e.g., to enable the parent to work, to enable the parent to study, or to allow them to collect or drop off siblings at school etc.
- Any potential impact on the operational viability or sustainability of the setting

There is no guarantee that this will be possible.

If there are still places available at the start of each term, then the places may be offered to any remaining children for whom we have received applications – using admissions criteria.

NOTICE PERIOD

If for any reason you wish to leave our Nursery/Pre-School Provision, please note that we do require 4 weeks advanced notice, in writing. Any charges not covered by your funding will be payable during the notice period even if your child is not attending.

LATE PAYMENTS

Invoices will be produced each half term and you will be emailed when the costs are available to pay through ParentPay. Failure to pay by the due date may result in a £40.00 Administration Fee.

FOXES PRE-SCHOOL (3-4 YEARS)

FLEXIBILITY FOR PAID PRE-SCHOOL SESSIONS

Parents can request additional paid Pre-School sessions on top of the 15/30 hours free funded places. Requests for the additional paid sessions will be allocated once the funded requests have been allocated, again, subject to availability. The below charges are applicable from the term after your child's 3rd birthday.

SESSIONS & CHARGES

Menu:	Times:	Cost:	Can I use funded hours?
Sunrise:	7:30am-8:45am	£6.50	YES
Morning session:	8:45am-11:45am	£20.00	YES
Morning snack:		20p	NO
School lunch:		£3.05	NO
Afternoon session:	12:30pm-3:30pm	£20.00	YES
Afternoon snack:		20p	NO
Full Day session:	8:45am-2:45pm	£40.00	YES
Full Day snack:		40p	NO
Additional Hours Fees:	2:45pm-3:30pm	£5.00	YES
After school club:			
Early Sunset	3:30pm-5:00pm	£8.50	YES
Late Sunset	3:30pm-6:00pm	£12.50	YES
Sunrise & Early Sunset	7:30am-5:00pm	£12.50	YES
Sunrise & Late Sunset	7:30am-6:00pm	£17.00	YES

If your child is eligible for 15hrs funding, you may choose a combination of up to 5 sessions. If you have funding for 30hrs, your child may attend for 10 sessions which is considered full time. You do not have to take your full funding hours and it is also possible to split your funding between settings or in relation to breakfast and afterschool clubs.

Requests to change your pre-agreed sessions must be done so in writing and will be reviewed subject to staffing levels and class numbers.

APPLYING FOR FUNDING

All 3- and 4-year-old children are automatically entitled to 15 hours of free childcare per week from the term after their 3rd birthday. From September 2017, the government increased this entitlement to 30 hours for working parents, provided you meet certain eligibility requirements. To check your eligibility and set up your childcare account, please visit: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

It is the responsibility of the parent/carer to revalidate your childcare eligibility code every 3 months by signing into your online childcare account to confirm your details and keep the code valid. You must also inform HMRC of any changes which may affect your eligibility for the 30hrs

childcare. The school will also require you to complete a Cheshire West & Chester, Early Years Entitlement Contract once each term. This is to enable the school to access the funding which you are entitled to. Failure to revalidate your code on time and/or complete a signed contract within the required time, may result in your funding being unavailable and charges may apply.

ABSENCE AND HOLIDAY LEAVE

Any sessions missed due to illness or holiday leave cannot be claimed back and charges will still apply. Holiday leave is authorised for Pre-School children but applications must still be made in writing via the Absence Request Form available from the School Office or website.

PAYMENTS

If payment is not received by the due date, a 'late payment' admin fee of £40.00. may apply.

SQUIRRELS NURSERY (2-3 YEARS)

FLEXIBILITY FOR PAID NURSERY SESSIONS

Parents can request paid Nursery sessions on top of any free funded places. Requests for the additional paid sessions will be allocated once the funded requests have been allocated, again, subject to availability. The below charges are applicable from the term after your child's 2nd birthday.

SESSIONS & CHARGES

Menu:	Times:	Cost:	Can I use funded hours?
Sunrise:	7:45am-8:45am	£6.50	YES
Morning session:	8:45am-11:45am	£24.00	YES
Morning Snack:		20p	n/a
School Lunch:		£3.05	n/a
Afternoon session:	12:30pm-3:30pm	£24.00	YES
Afternoon Snack:		20p	n/a
Full Day Session:	8:45am-2:45pm	£48.00	YES
Full Day Snack:		40p	NO
Additional Hours Fee:	2:45pm-3:30pm	£6.00	YES
After school club:			
Early Sunset	3:30pm-5:00pm	£8.50	YES
Late Sunset	3:30pm-6:00pm	£12.50	YES
Sunrise & Early Sunset	7:30am-5:00pm	£12.50	YES
Sunrise & Late Sunset	7:30am-6:00pm	£17.00	YES

If your child is eligible for 15hrs funding, you may choose a combination of up to 5 sessions. You do not have to take your full funding hours and it is also possible to split your funding between settings or in relation to breakfast and afterschool clubs as above.

Requests to change your pre-agreed sessions must be done so in writing and will be reviewed subject to staffing levels and class numbers.

APPLYING FOR FUNDING

Some 2-year-old children may be entitled to 30 hours of free childcare per week from the term after their 2nd birthday. From September 2025, the government increased this entitlement to include children aged 9 to 23 months for working parents, provided you meet certain eligibility requirements. To check your eligibility and set up your childcare account, please visit: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

It is the responsibility of the parent/carer to revalidate your childcare eligibility code every 3 months by signing into your online childcare account to confirm your details and keep the code valid. You must also inform HMRC of any changes which may affect your eligibility for the 30hrs childcare. The school will also require you to complete a Cheshire West & Chester, Early Years Entitlement Contract once each term. This is to enable the school to access the funding which

you are entitled to. Failure to revalidate your code on time and/or complete a signed contract within the required time, may result in your funding being unavailable and charges may apply.

In addition to the above, your 2-year-old may be entitled to 15hrs per week based on your economic or social family dynamics. A brief list of criteria is shown below, but please go to the following link for a full list. You can also contact your local Starting Well Centre for help and advice:

<https://www.livewell.cheshirewestandchester.gov.uk/Information/Details/3666?categoryId=5442>

Your 2-year-old can get 15hrs free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- The child is fostered or subject to an arrangement order
- The child is in receipt of DLA
- A parent or carer is in the armed forces
- Families being supported under the Immigration and Asylum Act 1999

To apply online, go to the below link or contact your local Starting Well Centre for help and advice:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/childcare-offer-for-families-in-receipt-of-additional-government-support>

If successful, your funding can be used from the day after your child's 2nd birthday and you will be required to provide your eligibility confirmation:

ABSENCE AND HOLIDAY LEAVE

Any sessions missed due to illness or holiday leave cannot be claimed back and charges will still apply. Holiday leave is authorised for Pre-School children but applications must still be made in writing via the Absence Request Form available from the School Office or website.

PAYMENTS

If payment is not received by the due date, a 'late payment' admin fee of £40.00. may apply.

HEDGEHOGS NURSERY (9-24 MONTHS)

FUNDED SESSIONS & CHARGES

Menu:	Times:	Cost:	Can I use funded hours?
Breakfast club:	7:30am-8:45am	£13.25	YES
Morning Session:	8:45am-11:45	FUNDED ONLY	YES
Afternoon Session:	12:30am-3:30pm	FUNDED ONLY	YES
Standard Nursery 6 Hours:	8:45am-2:45pm	FUNDED ONLY	YES
Extended Hours Fee	2.45pm-3.30pm	£7.75	YES
Extended Full Day:	8:00am-6:00pm	FUNDED ONLY	YES
After school club:			
Early Sunset	3:30pm-5.00pm	£16.50	YES
Late Sunset	3:30pm-6.00pm	£27.50	YES
Sunrise & Early Sunset	7:30am-5:00pm	£29.25	YES
Sunrise & Late Sunset	7:30am-6:00pm	£38.75	YES

PAID SESSIONS

Menu:	Times:	Cost:	Can I use funded hours?
Extra Session:	7:30am-8:00am	£5.50	NO
Full Day:	8:00am-6:00pm	£68.00	NO

APPLYING FOR FUNDING

From September 2025, the government increased the Childcare Funded Hours entitlement to include children aged 9 to 23 months for working parents, provided you meet certain eligibility requirements. To check your eligibility and set up your childcare account, please visit:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

It is the responsibility of the parent/carer to revalidate your childcare eligibility code every 3 months by signing into your online childcare account to confirm your details and keep the code valid. You must also inform HMRC of any changes which may affect your eligibility for the 30hrs childcare. The school will also require you to complete a Cheshire West & Chester, Early Years Entitlement Contract once each term. This is to enable the school to access the funding which you are entitled to. Failure to revalidate your code on time and/or complete a signed contract within the required time, may result in your funding being unavailable and charges may apply.

ABSENCE AND HOLIDAY LEAVE

Any sessions missed due to illness or holiday leave cannot be claimed back and charges will still apply. Holiday leave is authorised for Hedgehogs children but applications must still be made in writing via the Absence Request Form available from the School Office or website.

PAYMENTS

If payment is not received by the due date, a 'late payment' admin fee of £40.00. may apply.