



## **WILDRIDINGS PRIMARY SCHOOL**

### **Nursery Admissions Policy**

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<b>Approved by FGB</b>	18 <sup>th</sup> September 2025
<b>Next Review</b>	September 2026

<b>Revisions</b>	
<b>Section</b>	<b>Amendment</b>
Page 3	Nursery Session times
Page 3	Removed top up funding clause
Appendix 1	Amended clause 11.1: Please note that, in some years, the academic year has more than 38 weeks (often due to the timing of holidays such as Easter) and you will be charged for those additional hours in those weeks (often spread across the year e.g. a few days at the end of each term). This applies for all nursery places, including those using Universal Free Entitlement and Extended Free Entitlement.
Appendix 1	Removed clause 25.3: Failure to provide Wildridings Nursery with this notice of intention to leave will render you liable to pay six weeks' fees from the day your child leaves. The fees include all hours used, including Universal and/or Extended Free Entitlement hours for the six weeks as well as any 'over and aboves'.
Page 3	Removed 'normally' and added: Any extra sessions outside of funding will be charged at £6/hour subject to availability.
Page 4	Increased Nursery hourly charge to £6  Families must disclose full information about their child's needs ahead of their offer of a place as correct staffing and needs of cohort need to be considered.
Page 6	Section added on accepting a place Families must engage with transition for the start date on the offer letter to stand.
Appendix 1	Removed section: Places offered to children for the day after their third birthday
Appendix 1	Removed section: Payments in General – clauses moved into other section in appendix 1

## Wildridings Primary School Nursery Admissions Policy

### Admission Authority

Bracknell Forest Council is the admission authority for community schools and therefore sets the admission policies for these schools. Bracknell Forest Council delegates the responsibility of administering the admission process for Nursery classes to the Headteacher of Wildridings Primary School.

For the purpose of the allocation process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of birth
- Preferred session (if applicable)
- Any information supplied by parents/carers or professionals relating to a request for priority consideration, such as in the care of the LA or exceptional medical, educational or social needs. These will have to be supported with written evidence from an appropriate professional.
- Siblings name and date of birth if they attend the school.

As Nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Headteacher will establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a nursery place then the child should be offered the next available place.

### Attendance and Places Available

All families are entitled to 15 funded hours and attendance will be for 5 sessions per week – either every morning or every afternoon. Any extra sessions outside of funding will be charged at £6/hour subject to availability.

The school offers a limited number of full-time places due to the new extended entitlement for 30 hours free provision for eligible working parents. The agreed number for this is currently 12 places but could be increased if demand is high, if staffing allows and it fits with the educational outcomes of the current cohort.

The nursery can have a maximum of 26 children in each session (am or pm). This figure includes both part time and full-time children.

Nursery session times:

**Morning - 8.35 – 11.35**

**Afternoon - 12.20 – 3.20**

**All day - 8.35 – 3.20** (including an additional 45 minutes above funded hours, chargeable for an extended day. This fee is being waived for Autumn Term 2025 but notice will be given during this

term of the fees being re-instated from Jan 2026 onwards or other arrangements that you may wish to choose if you would rather only access completely funded hours with no 'over and aboves')

### **Length of stay**

Funded places will be offered from the beginning of the term after the child's third birthday. If a child is absent for an extended period (ie. more than 4 weeks), without the approval of the Headteacher, the place will be reallocated.

Children will remain in the nursery until they start school in the Reception year, in the September after their fourth birthday. (NB: this may be at Wildridings or in another school – places in our Nursery have no bearing on Bracknell Forest admissions to Reception).

### **Nursery Fees**

Families who are eligible for the 30 hours funding will need to obtain an entitlement code via the 'childcare choices' website for the funds to be released. This must be renewed each term. Failure to produce an updated code to the school will result in the nursery sessions being charged for.

Payment for any nursery fees is required at least one month in advance. Non-payment of fees could result in the loss of their place within the nursery.

### **Applications for Admission**

Parents seeking a place at the school should complete the standard Bracknell Forest Council application form. Our Nursery admission policy will be available to view on the school website. Bracknell Forest Council will publish the policy in the annual guide for parents and carers for primary admissions and early years education.

Parents/carers may apply for a Nursery place at any time and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

At Wildridings, the allocation process will normally take place at the start of the term prior to the child's third birthday, ensuring that parents receive at least one term's notice regarding the offer of a nursery place.

All childcare settings are required to obtain a signed 'Parent Declaration' form in order to claim government-funded childcare hours. This form confirms your child's details, your chosen attendance pattern, data permissions and any eligibility codes for extended entitlement. Eligibility codes for full-time places must be provided prior to the term start date. Without this code the offer will be withdrawn.

If parents omit information, do not disclose information about their child or make a declaration that is incorrect/ misleading on their application form, the allocated place may be withdrawn. This is to ensure correct staffing and safeguarding can be put in place.

## **Late Applications**

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

## **Over-Subscription Criteria**

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order:

1. Children in the care of a local authority
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional only if the school has the capacity to meet the needs of that individual child
3. Children who have parents working at Wildridings Primary School
4. Children who have a sibling(s) who will still be attending the FS unit/school at the time of the admissions meeting.
5. Children, starting with the oldest, whose home address is within the school's designated area
6. Oldest child by date of birth

Please note: In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth. Children with a statement of special educational needs that names the school will be allocated a place above all other applicants.

## **Deferring the Place**

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following year.

## **Waiting List**

Where it is not possible to offer a child a place they can remain on the waiting list and places allocated from that list if places become available during the term. The waiting list must be ranked according to the oversubscription criteria which may change if late applications are added.

Parents will be informed in writing if it is not possible to offer a place in the Nursery class.

## **Admission to the School**

There is no automatic admission into the main school from a Nursery class. At the appropriate time parents/carers will need to complete a Bracknell Forest Council application form for a Reception place and places in the school will be allocated according to the published co-ordinated admission arrangements. The over-subscription criteria do not give any priority to children attending the Nursery.

## **Accepting a Place**

Once a place has been offered this should be accepted in writing (via letter or e-mail). The updated information must be filled out as soon as reasonably possible and no later than the end of term before your child starts. A signed contract needs to be returned.

Places are offered on the basis that families will engage with our transition procedures. These may look slightly different based on the needs of each child but will always include a stay and play session (with parents or carer) and the offer of a home visit. Apart from in exceptional circumstances, and with agreement of the Headteacher, children cannot start in our Nursery until we have completed one of these transition sessions. These are vital to gain important well-being, medical and safeguarding information and will ensure a smooth transition for your child in to our Nursery.

## **Appendices 1: Parent Contract**

### **1 General**

- 1.1** As we are caring for very young children, we are naturally obligated to many rules and regulations. We take this responsibility very seriously and in that regard we have to be very clear to our parents and carers about the way we operate.
- 1.2** The rules about payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent and or carer's statutory rights.
- 1.3** Please take time to read the following terms and conditions as it will help us provide and maintain the highest standards of care.
- 1.4** Wildridings Nursery reserves the right to change any of these terms and conditions in this contract that are reasonably required.
- 1.5** Any change which may impact a parent, carer and or child will be given as much notice as possible and Wildridings Nursery will seek to keep changes to a minimum.
- 1.6** Please note that the admission to Wildridings Nursery is a separate process to admission to Wildridings Primary School. You will need to make a separate application for a place at Wildridings Primary School through Bracknell Forest Local Authority and follow their procedures.
- 1.7** Please do not hesitate to let us know if you wish to discuss any of these terms.
- 1.8** We require all parents and or carers to be aware of and abide by the following terms and conditions:

### **2 Entitlement to free hours under the government scheme**

- 2.1** From the term following your child's third birthday, your child is entitled to 570 hours per year **Universal Free Entitlement**. This equates to 15 hours each week for 38 weeks per year.

- 2.2 Extended Free Entitlement** is also available for working parents or parents returning to work. To check if you are eligible, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), where you can register to receive an eligibility code which will need to be entered on the accompanying Parent Declaration Form for Free Entitlements. Those who are eligible for the Extended Free Entitlement will be able to claim an additional 15 hours of free entitlement, per week, for 38 weeks of the year.
- 2.3** Please note that in some academic years, there are more than 38 funded weeks due to how term dates and holidays fall (e.g. around Easter). In such cases, you may either withdraw your child from the additional, non-funded days, or pay for these extra sessions as 'over and above' the funded entitlement. This applies to all nursery places, including those using Universal and Extended Entitlements. If a year exceeds 38 funded weeks, you will be notified at the start of the academic year. The school will inform you which specific days fall outside of the funded allocation. These non-funded days will be scheduled either at the start or end of a term, to ensure that your child can access their full entitlement in continuous blocks, in line with legal requirements. Wildridings Primary School reserves the right to determine which days fall outside the funded entitlement, and these cannot be taken as casual days throughout the year.
- 2.4** If you are accessing the Universal Free Entitlement and Extended Free Entitlement over more than one setting the hours claimed must not exceed 1140 hours per year.
- 2.5** Please note you must renew your claim for Extended Free Entitlement every 12 weeks. It is your responsibility to check and inform the Nursery of any changes. You can renew your claim here: <https://www.gov.uk/sign-in-childcare-account>

### **3 Payment for hours used over and above Free Entitlement**

- 3.1** Any hours a child attends Wildridings Nursery which are in addition to the child's Universal or Extended Free Entitlement are referred to as 'over and aboves'.
- 3.2** Payments for 'over and aboves' must be settled within four weeks of the invoice date.
- 3.3** Failure to pay within the timeframe stated in 3.2 may result in late fee of £20 per week. For dishonoured cheques/payments a charge of £20 per occasion will be applied.
- 3.4** In the case of repeated late or dishonoured payments, a child's place at Wildridings Nursery may be withdrawn. There is no requirement to provide notice to the parent and or carer of a child in this instance.
- 3.5** Payments / fees for 'over and aboves' will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that Wildridings Nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not impact on other parents and or carers. No compensation will be paid or refund given if the Wildridings Nursery has to be closed due to any reason beyond the control of Wildridings Nursery, such as sickness, power failures or weather conditions.

**3.6** The offer of a place and its acceptance by the parents and or carers gives rise to a legally binding contract on the terms of these terms and conditions. These terms and conditions are governed exclusively by English law.

#### **4 Leaving Wildridings Nursery early**

**4.1** These terms apply to any child leaving Wildridings Nursery before the end of the academic year where the child leaves to join a primary school.

**4.2** Six weeks written notice, addressed to the Headteacher, must be given before the departure of any child from Wildridings Nursery, to be handed in at the beginning of the half term prior to departure. This is to ensure that eligibility codes are able to be allocated to the correct Nursery and proper staffing can be planned for.

**4.3** Failure to provide the required notice may result in a delay in transferring your child's funding code, which could lead to charges at the new nursery. Wildridings Primary School cannot be held responsible for any such costs incurred as a result of insufficient notice.

**4.4** Any outstanding fees for 'over and aboves' must be paid before your child leaves. Wildridings Nursery will actively pursue any debtors, by whatever means, so as to reduce the negative impact of funding gaps on other children attending Wildridings Nursery.

#### **5 Declaration**

**5.1** By signing below, you agree to the following statement:

I have read and understand the terms and conditions, as well as my responsibilities as a parent and or carer, as set out above in this agreement and all other related documents that I have signed in conjunction with applying for a place for my child/ren at Wildridings Nursery.

**5.2** Signature of parent / carer

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Child's name (please print): \_\_\_\_\_

**5.3** Signature of Headteacher

Signed : \_\_\_\_\_

Date: \_\_\_\_\_