

The Willows Primary School



Nursery Admissions Policy

Author: Headteacher

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Signed:

We believe that children benefit from positive early learning experiences. We are proud to be able to offer a range of childcare provision within our on-site Nursery setting for 2 to 4 year olds. We know that the greatest developmental gains are made by those children who experience nursery environments, rich in communication that are led by well-trained practitioners. This ethos underpins the high-quality childcare we offer.

Who can apply for our nursery provision?

Our nursery is open to children from the age of 2 years, 0 months up to 4 years 11 months. Children can be admitted in the term after they are 2 years old.

Oak is our nursery setting for 3 and 4 year olds.

Saplings is our 2 year old class. It is based in a smaller setting than Oak with a higher adult ratio.

In certain circumstances, practitioners may decide that a child needs to spend more time in Saplings before transitioning into Oak nursery class.

We cannot guarantee that pupils who attend our nursery will automatically get a place in The Willows Reception. Applications will need to be made to the local authority for a school place in their final Nursery year. (Please see <https://info.westberks.gov.uk/primaryadmissions> for more information on starting school in Reception Year.)

Open Hours

Our nursery is open during term time only. It is closed in the school holidays. Term dates can be found on the school website (www.thewillowsprimary.org)

We operate Monday-Friday from 8:35 – 15:10.

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings	8:35-11:35	8:35-11:35	8:35-11:35	8:35-11:35	8:35-11:35
Afternoons	12:10-15:10	12:10-15:10	12:10-15:10	12:10-15:10	12:10-15:10
Early Week	8:35 – 15:10	8:35 – 15:10	8:35-11:35		
Late Week			12:10-15:10	8:35 – 15:10	8:35 – 15:10
Full Week	Daily 8:35 – 15:10				

Allocation of Session Times

Parents are given the opportunity to select their preferred sessions for their child. Whilst we try to provide the sessions requested, sessions can only be offered if we have the capacity and staffing to do so and some places may be limited to those available.

Sessions are booked on a term by term basis. **Sessions are chargeable even if a child does not attend; including for sickness, any other circumstantial absence and term time holidays.** If you are planning a term time holiday please let us know in advance as all absences are recorded.

If you wish to change sessions then you must contact the school office and email your request to office@willows.w-berks.sch.uk. Changes to sessions will only be made if space in the Nursery is available. Consideration to increase hours mid-term will be given based on availability.

Waiting List

We always try our best to meet the needs of all families. However, if we cannot offer you your first choice sessions, then you will be placed on the waiting list and offered the first available sessions when they arise.

Details of all charges

All sessions are chargeable unless you qualify for funded hours from the Government.

From Sep 2025, **sessions will be charged at £18 per half day session.**

Sessions are chargeable even if a child does not attend; including for sickness, any other circumstantial absence including term time holidays.

Lunchtime club is charged at £5 per lunch session (11.35 – 12.10). Lunchtime club is only available to children who attend on unfunded full day sessions. Parents must provide a packed lunch.

The same charges apply for any sessions that parents request which are over and above their funded hours given by the Government.

All payments (sessions and/or lunch clubs) must be made in advance of the child attending the sessions (on the Sunday before the start of the week). **If payments are not made in advance, the child's place will be cancelled.**

Parents will be contacted promptly if they have outstanding payments on the system. Any outstanding payments must be cleared promptly or the child's place will be cancelled.

The final decision on all places and cancellations is made by the Headteacher.

Nursery (Saplings and Oak) finishes at 11.35am for the morning session and at 3.10pm for the afternoon session and all children must be collected at this time.

When children are not collected on time after their nursery sessions, late fees will be charged as follows

- **£5.00 per child will be charged when children are collected up to 10 minutes later than after Nursery finishes.**
- **£10.00 per child will be charged when children are collected 15mins late after Nursery finishes.**

These late collection charges are applicable for all children.

Non-Attendance

Regular attendance is crucial to achieving the good level of development across the Early Years. We expect children to attend their allocated sessions and we monitor attendance closely. Children whose attendance is a concern (below 90% of their expected sessions) will be contacted by the Headteacher and may be at risk of losing their space in the nursery. If ongoing or persistent absence is not explained by the parent, a child's place will be cancelled or withdrawn and offered to a parent on the waiting list.

Sessions are chargeable even if a child does not attend; including for sickness, any other circumstantial absence including term time holidays.

Any child with unauthorised absence for a period of 15 consecutive days may have their place withdrawn.

How to apply for a place at our nursery

Applications for places should be made directly to the school office by parents/carers. Please request an application pack to fill in and then return this to us. Parents can apply for a place any time after a child's first birthday.

Applications will be processed on a first come, first served basis and periodically throughout the term, identifying appropriate intakes at the start of each half term with appropriate transition visits (stay and play sessions) prior to the official start date.

We recommend that parents come to visit the nursery setting before applying. This will give you a chance to see the Early Years Foundation Stage as well as the rest of the school. If you would like to arrange a visit please call us on 01635 42155 or ask a member of the office staff to book an appointment for a tour of the EYFS unit.

What happens after applying?

When an application has been submitted and a place is available, a member of office staff will contact the parent to confirm the child's place and allocated sessions.

Once a place is offered by the school, a stay and play session will be arranged for parents to attend with their child. This is an opportunity for parents and their children to meet their new teachers in their new setting. It will also give you an opportunity to share any specific information with them in relation to;

- Dietary requirements
- Medical issues
- Concerns that you may have
- Self-care and toileting

Funding Entitlements

For eligible working families in England

Currently available for children aged 2-4 years

- **Up to 15 or 30 hours** of early education over **38 weeks** of the year.

- 15 hours available for children in the term after their 2nd birthday (if eligible)
- 30 hours available for children in the term after their 3rd birthday (if eligible)

Am I eligible?

You will need to access the step by step guide on [how to use 30 hours free childcare](#)

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible..

Eligible working families can get up to 30 hours childcare. This cannot be used in addition to the 15 hours available for all 3 and 4 year olds.

When can my child start?

Your child can start in their childcare place the term after they are eligible and have received a valid eligibility code, **whichever is later**. Term start dates are 1st September, 1st January and 1st April.

To keep your 15 or 30 hours childcare place you need to check your details are up to date every 3 months.

What isn't covered?

These childcare offers are not intended to cover the costs of meals (parents must provide their own packed lunches), other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips).

For ALL families in England

Children aged 3-4 years

15 hours of childcare or early education for **38 weeks** (up to **570 hours per year**), that you can use flexibly with **one or more providers**.

Am I eligible?

15 hours of childcare is available for **all** families in England.

From 1 January, 1 April or 1 September following your child's 3rd birthday.

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

What isn't covered?

These childcare offers are not intended to cover the costs of meals (parents must provide their own packed lunches), other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips).

For families in England, receiving some additional forms of government support

Children aged 2 years

- **15 hours of childcare** or early education for **38 weeks** (up to **570 hours per year**), that you can use flexibly with **one or more providers**.
- From 1 January, 1 April or 1 September following your child's 2nd birthday.

Am I eligible?

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

What isn't covered?

These childcare offers are not intended to cover the costs of meals (parents must provide their own packed lunches), other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips).

Information and guidance for parents

The new 15 hour 2 year old entitlement for working families will begin in the Summer Term 2024 (1st April 2024), which means families will be able to apply for eligibility codes from January 2024. These codes need to be reconfirmed every 3 months, so we recommend that families wait until the end of January or beginning of February to start applying. This way, they can make the most of the funding in the Summer Term before having to reconfirm their code.



The infographic features a photograph of two young children playing with toys at a table, with a woman standing behind them. To the right, a purple box contains the following information:

How many free* hours of childcare can you get per week?			
FOR A CHILD AGED 2 YEARS			
NOW	APR 2024	SEPT 2024	SEPT 2025
15 hours	15 hours or 15 hours	15 hours or 15 hours	15 hours or 30 hours

Eligibility: ☐ Families with additional needs ☐ Working families

*38 weeks a year. Eligibility criteria apply. Providers may ask for charges in addition to the free childcare. Visit childcarechoices.gov.uk for further information.

The Childcare Choices website has recently been updated to allow parents/carers to find out which entitlements they may be eligible for, and when they can apply. Families can also sign up to the Childcare Choices newsletter to stay up to date with the latest information on the new funded entitlements:

[Childcare Choices](#) | [30 Hours Childcare, Tax-Free Childcare and More](#) | [Help with Costs](#) | [GOV.UK](#).