Claytons Primary School Nursery

Admission and Fees Policy

Adopted Spring 2026

Background Information
Prior to compulsory education, every child is entitled to receive 15 hours a week of free education (universal funding) from the start of the term following his or her 3rd birthday. This can be in a pre-school, private day nursery, independent school, childminder network or maintained school setting of the parent's choice. An additional 15 hours (extended funding) may be available for eligible families, making a total of 30 hours of funding entitlement.

Responsibility for admission to maintained school nursery classes has been delegated to governing bodies. There is no automatic admission into main school from these classes.

Nursery Admission and Organisation at Claytons Primary School
Applications for a Nursery Place should be made to the school office and places are then allocated in line with the Admissions Policy. Please note that parents must apply separately to the Local Authority for a Reception place in the main school.

Admission numbers

	Morning	**Afternoon** (from 12:00)
Monday	39	16
Tuesday	39	16
Wednesday	39	16
Thursday	39	16
Friday	39	16

Staffing ratios must be adhered to as specified in the 'Early Years Foundation Stage Statutory Framework.'

A child is able to access universal/extended funding from **the first day of the term following their third birthday**. Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to their Funded Entitlement hours.

Working families may be entitled to 30 hours of funding, subject to the family meeting certain conditions. More information is available https://www.childcarechoices.gov.uk/

The child's parent/carer must apply for the working parents entitlements through the Government's online Childcare Service. Eligibility for the funded hours is determined by HMRC through the online application. Parents will also be required to reconfirm their eligibility codes online approximately every 3 months when prompted to do so by HMRC.

The reconfirmation window opens on the HMRC system 4 weeks before the Validity End Date for the code. The code should be reconfirmed during this period and by the Validity End Date at the latest.

This is the parent/carers responsibility, without this - funding cannot be guaranteed and charges may be made.

The timings for funded places are:

Universal 15-hour entitlements			**Charges**
Choices	3-hour sessions over 5 days	09:00 - 12:00	No charge

We may be able to be flexible with afternoon sessions, depending on numbers in the nursery.

30-hour working parent entitlement		**Charges**
6-hour sessions over 5 days	09:00 – 15:00	No charge

Additional Hours

If the child is not entitled to funding, then parent/carers may choose to pay for their child to attend the nursery for additional hours. There will be a charge of £4 for each half hour session.

Children will need to be provided with a packed lunch if this is across a lunchtime. Sessions are to be paid for in advance.

Options	**Extra time**	**Charge**
	£8 an hour	
08:30 – 09:00 Morning club	½ an hour	£4
12:00 – 15:00 Afternoon session	3 hours	£24
15:00 – 15:30 Afternoon club	½ an hour	£4

Time Scales for new rules coming in at Claytons Primary School

STAGE ONE: (after the Easter holidays) From Monday 13th April – Hours will become 9am-3pm. The Nursery will open their doors at 08:50 just as they do now. The afternoon club can be paid for taking the time to 3.30pm.

STAGE TWO: (after the Summer holidays) From Wednesday 2nd September – Hours will stay as 9am-3pm. Morning club can be paid for from 8.30am. The afternoon club can be paid for, taking the time to 3.30pm.

It is important that these times are followed as early drops offs and late pick-ups will be charged for.

Charges are subject to change and half a term's notice is given if rates are increased.

Any fees that are outstanding are to be paid prior to the child continuing to attend additional sessions.

Should the child be unwell or unable to attend an allocated session, parents will still be required to pay the cost of the sessions missed. Exception to this is if the school is closed e.g. adverse weather etc.

The admission number for afternoon sessions is set considering the staffing ratios and physical limitation of the space available in the nursery.

Three & Four-Year-Old Admissions Criteria

Subject to the criteria set out below, children will be admitted into the nursery without reference to gender, ability or aptitude.

Once children who already hold an Education, Health and Care Plan (EHCP) have been allocated places, the remaining places will be allocated in the following order:

- Looked after children and previously looked after children. (see note 1 and 2)
- Children who have exceptional medical, or social needs which can only be met in the nursery, supported by written evidence from an appropriate professional person. (see note 3)
- Children of staff where either: a. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (see note 4)
- Siblings who will still be in the nursery at the point of entry. (see note 5)
- Children living within two miles of the school according to the distance between the family's normal home address and the school's nearest entrance gate.
- Children who qualify for Early Years Pupil Premium.
- Any remaining places will be allocated firstly to multiple births and then on a basis of the child's date of birth, youngest first. If there is only one place left, and there is more than one child with the same birthday, the place will be allocated to the child living nearest to the school according to the straight-line distance between the child's normal home address and the school's nearest entrance gate.

There is no automatic admission into the main school from nursery classes or early years provision and this is stated in the letter offering a place in the nursery. Nursery classes may accommodate 3 and/or 4-year-old children. Nursery age children do not count as part of the roll for the school and children will not be guaranteed a place in the main school through attendance at the nursery. They must apply for a school place in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school.

Parents must apply for places in the main school under the co-ordinated arrangements. Therefore, until the allocation is public parents could not be assured of a continuing place at the school.

Equalities Statement

We conduct all our activities and experiences in an atmosphere of trust and respect for all. Practitioners are responsible for the planning and effective delivery of learning opportunities for all children and should ensure the curriculum is accessible with appropriate challenge irrespective of ethnic background, gender or need.

Buckinghamshire Council's Guidance on: Local Management of the Funded Entitlement for 9 months to four-years-old

https://earlyyearsweb.buckinghamshire.gov.uk/media/bi2lwbfs/november-2025-local-guidance.pdf

When you have a place

A welcome letter will be sent, including a time/date for an induction session and information relevant to our nursery.

Note 1 & 2: 'Looked after children', 'Previously looked after children' and 'state care'

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to Buckinghamshire Council] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Note 3: Exceptional Social and Medical process

A panel comprising education professionals will consider the applications under this rule on receipt of written information from the parent indicating their reasons for the child attending a particular school.

When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

Note 4: Definition of school staff

School staff' includes:

- teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and,
- all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week

'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.

Note 5: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent