



# ADMISSIONS POLICY

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This policy is applicable to all children within the Nursery, including the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the Nursery's website.

## INTRODUCTION

The Nursery is a co-educational independent Nursery for children from ages 2 months to 5 years. Deciding on the right Nursery for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We hold a number of Open Mornings each term, which give a general introduction to the Nursery. Details are published on our website and social media. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the Nursery office for a copy of the Nursery prospectus and to arrange a visit to the Nursery.

The Nursery is enriched by its diversity of children. We provide a nursery community that prepares our children for the next stage in their schooling. We welcome those who require support provided that the special educational needs or disabilities of the pupil can be managed within the Nursery's provision.

## THE ENTRY PROCEDURE

The Nursery is non-selective. A copy of the child's Passport or Birth Certificate must be attached to the Application Form, which is available from the Nursery office or from the Nursery website.

### Entry Procedure for Children from 2 Months to 4 Years:

Parents of children who enter the Nursery are invited to come into Nursery with their children to meet the staff.

- Parents of children must also inform the Nursery of any special educational need provision so that the Nursery is able to make decisions on suitable arrangements to support the child.
- We welcome parents of children who require academic support to come and discuss these with us to establish whether the special educational needs or disabilities of the pupil can be managed within the Nursery's provision.
- Any parent registering their child will be notified of availability, with a start date being confirmed in writing.
- The Nursery may also seek, from a candidate's current Nursery, details of normal working provision and practices for the pupil. Copies of Nursery reports, from Reception up, may also be requested.
- Places are allocated where vacancies exist.

## PROCEDURE FOR CHILDREN FROM 2 MONTHS TO 4 YEARS

Parents wishing to register their child will be asked to complete an Application Form and pay a non-refundable £100.00 deposit. Any parent registering their child will be notified of availability, with a start date being confirmed in writing. Places are allocated where vacancies exist.

If no place exists, the child's application is kept on a waiting list until a suitable vacancy arises in the appropriate age group.



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## **EQUAL TREATMENT**

The Nursery is committed to equal treatment for all, regardless of a child's age, race, ethnicity, religion or beliefs, sexual orientation or social background, special educational needs or disability.

## **SPECIAL NEEDS**

The Nursery does not discriminate in any way. We admit children with special educational needs, providing that our pastoral care system can offer the child the support that they require. The Nursery welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for the child if they join the Nursery. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Matron before proceeding to register the child to identify whether the child's needs can be adequately met within the Nursery environment. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request.

Parents of children who are disabled or become disabled in the course of their time at the Nursery should meet with the Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Nursery to accommodate those proposals.

## **SIBLING POLICY**

Most siblings join us at the Nursery. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

## **COMPLAINTS**

The Nursery hopes that parents do not have any complaints about our admissions process. A copy of the Nursery's complaints policy can be sent to parents on request and a copy can be located on the Nursery's website. It should be noted that the Parent Complaints Policy is only applicable to parents of children already admitted into the Nursery.

- *Please refer to the separate document: Parent Complaints Policy.*

## **ADDING OR REMOVING CHILDREN FROM THE ADMISSIONS REGISTER**

The Nursery adheres to Keeping Children Safe in Education (September 2024). KCSIE recognises that children missing education can be a safeguarding concern, especially where a child leaves the Nursery with no known destination.

### **Deletions from the Admissions Register:**

The Nursery will not delete a child from the Admissions Register.

### **Additions to the Admissions Register:**

The Nursery will notify the local authority within 5 days of entry to the Admissions Register for non-standard admissions to the Nursery.



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## EARLY YEARS FUNDING

Walton Nursery is committed to providing high quality early years education and childcare, ensuring equal access to funded places for eligible children. This section outlines the criteria and procedures for admission to our Nursery under the Early Years Funding Scheme.

Each separate age range of funding listed has its own eligibility criteria. Please ensure you visit and read the government's current guidance: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> for current eligibility guidance.

### Funding for 3 and 4 year olds (15 hours funded) childcare:

All children aged 3 and 4 are entitled to 15 hours funded childcare support per week for 38 weeks per annum, starting from the term after their third birthday.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at the least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm). Attendance must be for the full 46 weeks per annum.

### Eligibility for Funding for 2 year old (15 hours funded) childcare:

If you live in and work in England you may be entitled to 15 hours funded childcare support from the term after your child turns 2 years old, for a maximum of 38 weeks per annum.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at the least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm). Attendance must be for the full 46 weeks per annum.

### Eligibility for Funding for 9 month old (15 hours funded) childcare:

As with the eligibility for 2 year old's funding above, you will be entitled to 15 hours funded childcare support from the term after your child turns 9 months old.

The table below is useful for parents who are returning to work after maternity leave. The key dates of when funding will be available are as follows:

Date of starting or returning to work	When you can apply from	When you can access your entitlements from
1 October – 31 January	1 September – 31 December	1 January
2 February – 30 April	1 January – 31 March	1 April
1 May – 30 September	1 April – 31 <sup>st</sup> August	1 September



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**FROM JANUARY 2026 WE WILL OFFER THE 30 HOURS OF FREE CHILDCARE TO THOSE CHILDREN WHO ARE ON FULL TIME 8-6pm 'ALL YEAR' FEES AND WHOSE PARENTS ARE ELIGIBLE. THIS WILL INCLUDE THOSE CHILDREN MOVING TO FULL TIME 'ALL YEAR' FEES IN THE NEW YEAR**

## **Session Allocation:**

- There are limited funded spaces within the Nursery's setting, and these are prioritised to children who are currently attending our school.
- Sessions are allocated based on availability and parental preferences where possible.
- Sessions may be adjusted to meet the needs of the child and the operational capacity of the school setting.
- Funded hours may be used flexibly across the week, subject to availability.

## **Applying for Funding:**

- Parents must apply for an provide us with an eligibility code to qualify for the funded hours. For further information and to obtain an eligibility code, please visit the government website: <https://www.gov.uk/apply-free-childcare-if-youre-working>.
- Applications should be made using the Nursery's Early Years Free Entitlement form.
- Parents must provide proof of the child's date of birth and residency (e.g. birth certificate and utility bill).
- Parents must also provide the name of the parent who has applied for the funding, their national insurance number and date of birth.

## **Terms for Funding:**

- The Nursery limits the number of funded hours that can be applied to our sessions.
- Any Early Years Funding is to contribute to the cost of providing high quality, flexible childcare. It does not cover the additional hours\*, snacks and meals, consumables, activities and additional materials, trip and guest visits and other items that make up our enhanced nursery provision.
- Full fees will be payable for unfunded hours and weeks during the year.

\*Minimum days/hours apply for specific age groups. Please see above and our Prospectus Supplementary Information for further details.

## **Withdrawal and Termination of Funded Places:**

Funded places may be withdrawn if:

- A child's attendance falls below the minimum funded hours agreed by the school setting.
- The parent fails to supply a valid eligibility code for the extended entitlement.
- There is a breach of the setting's behaviour or safeguarding policies.

## **Further assistance on Early Years Funding:**

Further assistance and fee illustrations are available from our Bursars office. Please contact our Bursar, Mrs Dawn Lynch-Lewis, on 01908 642111 or alternatively email on [bursar@waltonnursery.co.uk](mailto:bursar@waltonnursery.co.uk).

**The Admissions Policy was reviewed in September 2025 and will be reviewed on or before September 2026.**