



## **Ashleigh Nursery Admissions Policy**

**Persons Responsible:**

**Nursery Teacher, Headteacher**

**Date of Policy: 12/02/2026**

**Next Review Due: 09.07.2026**

**Mr Sam Greenhalgh  
Chair of Governors**

***Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.***

## 1. Childcare Provision

Ashleigh Primary School and Nursery offers high-quality, inclusive early education for 3- and 4-year-olds. We provide both the **universal 15 hours free entitlement** and **up to 30 hours of funded childcare** for eligible working families, in line with the national and Norfolk County Council guidance.

We work in consultation with parents and governors to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive fair access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

## 2. Admissions

We admit children from the September following their 3rd birthday, for a maximum of one academic year. Parents of summer-born children considering deferred entry into Reception should apply to Nursery only for the year prior to starting school.

While we aim to accommodate parental preferences for specific sessions, this is subject to availability. If we are unable to offer requested sessions, we will offer alternatives and/or retain your application on file should space become available. We will operate waiting lists for sessions throughout the year and advise parents as and when their request becomes available.

## 3. Registration Process

Parents/carers can express interest by contacting the school office on 01953 602410 or emailing [nursery@ashleighprimary.net](mailto:nursery@ashleighprimary.net) with their child's:

- Full name;
- Date of birth;
- Home address;
- Contact number;
- Email address.

We will contact families during the January/February prior to their child's eligible start date with information of our Open Day Events. An Entrance Letter will be emailed during Feb/March prior to their child's eligible start date with details of the admissions process. Session offer letters are sent to parents at the start of Summer term.

**Eligibility Checks** will be carried out as part of the registration process; parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will be retained securely until it is no longer required in accordance with data protection requirements.

Parent/Carer claim forms will be issued to families, as per the Council's guidance, to obtain mandatory funding information and consent to complete eligibility checks and claim the funded entitlement. The form must be signed by the Parent/Carer to enable a claim to be submitted.

## 4. Early Education Offer

Ashleigh Nursery operates during term time only (38 weeks per year).

We provide both the **universal 15 hours free entitlement** and **up to 30 hours of funded childcare** for eligible working families.

**Nursery Hours:** 8:30am to 3:15pm;

Nursery has provision for up to 32 children during morning sessions, and 26 in the afternoon, this provision is offered as below.

| Session Type                                     | Time              | Funded Hours | Additional Charges  |
|--|-------------------|--------------|---|
| Early Bird (optional add on to Full Day Session) | 8:30 – 9:15am     | 0.75         | £5.25 (in addition to funded hours)   |
| Morning Session                                  | 8:30 – 11:30am    | 3            | £7/hour (if unfunded)   |
| Lunchtime  | 11:30am – 12:15pm | N/A          | £2.75** Nursery meal<br>[Current price at time of publication, subject to review]<br>(alternative is parent/carers can provide a Healthy home packed lunch) |
| Afternoon Session                                | 12:15 – 3:15pm    | 3            | £7/hour (if unfunded)   |
| Full Day   | 9:15am – 3:15pm   | 6            | £7/hour (if unfunded)   |

- **Minimum attendance:** 3 sessions (9 hours) per week

In accordance with the following national parameters:

- No childcare session shall be longer than 10 hours;
- No childcare session shall commence before 6am nor continue after 8pm; and
- The childcare sessions shall be provided over no more than two sites per day.

**Shared Childcare Provision** to ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

**Wrap-around Hours:** 7:40am to 8:30am and 3:15pm up to 6pm.

Ashleigh Primary School and Nursery offers wrap-around care before and after the core nursery day, through our whole-school Breakfast Club and After-School Club.

Where space allows, parents may use their funded entitlement during wrap-around care hours, in line with our session availability and booking procedures.

Please note that wrap-around care is a shared service across the whole school and is therefore **subject to availability**.

Use of wrap-around care is **optional**, and families will not be required to purchase additional hours or services to access their child's funded early education entitlement.

Wrap-around provision is offered as detailed below.

| Session Type                 | Time             | Funded Hours* | Additional Charges<br>(if in addition to funded hours) |
|------------------------------|------------------|---------------|--|
| Breakfast Club               | 7:40am to 8:30am | 0.75          | £5.25  |
| After School Club – Option 1 | 3pm to 5pm       | 1.75          | £7/hour  |

|                                   |            |      |         |
|-----------------------------------|------------|------|---------|
| After School Club –<br>Option 2** | 3pm to 6pm | 2.75 | £7/hour |
|-----------------------------------|------------|------|---------|

\* Funded Hours are calculated in line with the Nursery Hours (8:30am to 3:15pm)

\*\* Children who require Breakfast Club and After School Club until 6pm on any given day will be required to be dropped off no earlier than 8am or collected no later than 5:40pm, to adhere to the national parameters of the maximum of 10 hours per day.

## 5. Allocation of Place Criteria

If applications exceed available places, the following criteria will be applied in order:

1. Children with an Education, Health and Care Plan naming Ashleigh Primary School and Nursery;
2. Looked After Children (Children in Care) and previously Looked After Children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after);
3. Have a disability and live in the areas served by the school (appropriate professional evidence will be required to confirm the disability);
4. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services), where the Ashleigh Nursery placement is identified;
5. Eligible working families who live in the area served by the school wanting to access up to 30 hours free childcare;
6. Siblings will be prioritised on the following basis
  - a. Those applying for 30 hours within the area served by the school,
  - b. Those applying for 15 hours within the area served by the school,
  - c. Those applying for 30 hours outside the area served by the school,
  - d. Those applying for 15 hours outside the area served by the school.
7. Live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission;
8. Children wanting to take their full universal 15-hour free entitlement with us;
9. Date of Birth (oldest to youngest);
10. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission;

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line “crow-fly” basis, using ordnance survey data.

## 6. Extended Entitlement (30 Hours)

Where demand exceeds availability for 30-hour places, priority is given to:

- Those meeting the above oversubscription criteria;
- Families intending to take most of their funding hours with us;
- Families sharing hours between providers (offered only where space remains).

Families must supply proof of eligibility and consent to validation checks by providing:

- HMRC 30-hour code;
- Parent National Insurance numbers;
- Completed and signed Local Authority Early Years Funding forms (Part 2 and 3) in line with the claim periods set by the LA.

## 7. Transition to Nursery

- **Meet & Greet** events are held in June;
- **Settling-in sessions** (non-chargeable) take place in early September;

- The **official start date** (and start of funding) follows the settling-in period;
- Extended settling-in periods may incur charges for unattended booked sessions.

## 8. Fees and Invoicing

We do not charge:

- Registration fees;
- Deposits;
- “Top-up” fees on funded hours;
- Non-Food Consumables.

Families may incur charges for:

- Additional hours outside funded entitlement (£7/hour);
- Early Bird Sessions outside funded entitlement (£5.25/session);  
[Those wishing to opt out of the Early Bird Session can do so on a termly agreement, the opt out alternative is to drop your child off at 9:15 am and applies to Full Day Sessions only]
- Nursery Meal (£2.75\*\* per day, or opt out alternative is to provide a Healthy Home packed lunch);
- Late payments: £15 after 14 days;
- Missed sessions (non-refundable unless closed due to exceptional circumstances).

\*\*Current price at time of publication, subject to review.

Itemised invoices are issued termly. Payments are due within **14 days** of the invoice date.

## 9. Notice Period

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide **4 weeks’ notice in writing** to Ashleigh Primary School and Nursery. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

## 10. SEND and Inclusion

We aim to identify all families that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

This means we will

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice;
- Monitor and review children’s progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child’s progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review;
- Provide information to families on how their child’s development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary;
- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support;

- Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and <https://ashleighprimary.com/key-information/sen/> to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

## 11. Complaints

Complaints should be addressed in accordance with our published [Complaints Policy](#), available on the school website.

## 12. Final Notes

- Admission to Nursery **does not guarantee** a Reception place. Reception admissions are managed by Norfolk County Council;
- This policy is issued to families during the registration process and is available on our website.