



Woodrow First School

Nursery Admissions Policy 2025 -2026

Signed by:	
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Chair of Governors	Reg Moore
Date Adopted	23 rd September 2025
Date of Review	September 2026

ADMISSIONS POLICY FOR THE NURSERY CLASS 2025-26

1. AIMS

Our aims are:

1.1 To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.

1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.

1.3 To help promote consistency of practice and procedure between nursery classes in Worcestershire.

1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.

1.5 To provide high quality child centred nursery education to children and families in our local community.

2. NURSERY SESSION OPTIONS

Option 1 – Monday – Friday 8.45-11.45 15 funded hours – 3 year olds

Option 2 – Monday – Friday 12.00-3.00 15 funded hours – 3 year olds

Option 3 – Monday – Friday 8.45 – 3.00 30 funded hours (Including an optional additional 1hr 30 minutes of paid provision) – 3 year olds

Option 4 – Monday – Friday 9.00 – 3.00 30 funded hours (not including the optional paid hours)

Option 5 – Monday – Friday 15 funded hours - 2-year-old funding for
8.45- 11.45 or 12.00 – 3.00 Rising 3's

3. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery Class at Woodrow First School and Nursery is a 56 place setting based on 2 sessions per day, with a maximum of 12 children using the 30-hour funding and maximum of 10 children using the 2-year-old funding.

The sessions consist of up to 28 children in the morning (maximum of x 5 with 2-year-old funding and x 6 with 30-hour funding) and up to 28 children in the afternoon (maximum of x 5 with 2-year-old funding and x 6 with 30 hour funding).

To adapt to possible demand for spaces, Nursery will accommodate a maximum of 30 children in either the am or pm session. This is assessed throughout the year to ensure individual needs can be met and ratios maintained.

When spaces are not filled with children accessing the 15-hour funding, they will be allocated to maximise the funding capabilities of the nursery. This will be done within the above restrictions to ensure ratios are within the statutory requirements.

15 hour and 30 hour funding for 3-4 Year olds

The Governors of the school will offer children a place in the nursery for the term after they have reached their third birthday (if there are spaces available).

All children become entitled to 15 hours of funded early education the term following their third birthday, in accordance with the table below. Their entitlement continues until either the end of the term in which they become five years of age or until they start in a maintained school reception class.

Evidence of the child's date of birth must be seen by Nursery staff.

Children who turn 3 years of age between;	Term 3 & 4 year Old Funding commences
1 st April and 31 st August	Autumn Term (September)
1 st September and 31 st December	Spring Term (January)
1 st January and 31 st March	Summer Term (April)

30 Hour funding for 3 – 4 year olds

Some 3 – 4 year olds will be eligible for 30 hour funding (see section 14 for further information).

Nursery will take a maximum number of 6 30 hour funded 3-4 year olds in the morning and 6 30 hour funded 3-4 year olds in the afternoon. This is to allow allocation opportunity for all funding routes available to families.

If demand and nursery numbers are particularly low and ratios allow, we will increase this number, however this will be decided on a case by case basis.

Funding for 2 year olds

There are two funding options for families with a 2 year old child.

- 2 year old funding – allocated by economic eligibility
- 30 hour funding for working families from 9 months to 4 years

(See section 15 for further information)

At Woodrow First School Nursery we offer 5 spaces for 2 year olds in the morning session and 5 spaces for 2 year olds in the afternoon session. These spaces can be offered to families who are eligible for either funding option.

Any 2 year old will begin nursery during the term they turn 3 as a 'rising 3'. We are unable to accept a child on role at a younger age.

We currently do not offer 30 hour spaces for 2 year olds. All 2 year olds will be offered a AM (8.45am – 11.45am) or PM (12.00pm- 3.00pm) space.

Spaces will be offered according to the criteria in the following order of priority.

3.1 Children in the care of a Local Authority (Child Looked After).

3.2 Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)

3.3 Children who have an elder sibling currently attending Woodrow First School in the September of the year of their admission.

3.4 Distance from school in a straight line from the nearest school entrance to their house using Google maps.

If 15 and 30-hour spaces have not been filled, applications from children who are eligible for two-year-old funding will be allocated using the above order of priority.

Within the above criteria, each application is always considered very carefully on its individual needs.

Allocation of preferred sessions

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered the alternative session.

4. THE NURSERY "CONSIDERATION LIST"

4.1 A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

4.2 No child will be placed on the consideration list until they have reached their first birthday.

4.3 The consideration list will not operate places on a "first come, first served" basis. The length of time a child is on the consideration list in no way influences the decisions about places.

4.4 Parents will be sent an offer letter, in the term before they are due to start. Parents must contact the school by the specified date on the letter so that the place can be confirmed.

4.5 Parents can make an appointment to see the Nursery at any point in the school year.

5. NURSERY INTAKE

5.1 The Nursery Class has a major intake in September of children who will be 4 years old during that academic year. This intake may include up to x10 children who are eligible for 2-year-old funding/30 hour funding for 9 month to 4 year olds if spaces allow.

5.2 Places will be allocated during the first few weeks of the summer term.

5.3 Parents will be written to or called with an offer of a space and to discuss which session they will prefer.

5.4 A letter will then be sent to confirm the space. Parents will be expected to send the reply back to school in 14 working days to accept place.

5.5 Any spare places will be allocated during the year, as they become available, providing that the child has already passed their third birthday or is eligible for 2-year-old/9 month-4 year old funding and is in the term they turn 3.

6. DECISIONS ON PLACES

6.1 In the event of an excessive demand for places the decision on allocation will be overseen by the Nursery Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.

6.2 Decisions will be final and there is no right of appeal.

6.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school.

6.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and arrive to Nursery for each session unless unwell or for occasional family holidays.

8. NURSERY FAMILY DAYS

The Nursery class will hold a Parent and Child Play Session in the September of each year with the aim of settling the new children into the Nursery setting. If the Nursery takes in a group of children in January and April, family play sessions will also be organised for these times.

9. HOME VISITS

9.1 When possible, all children who have accepted places will be visited at home by two members of the nursery staff, at a pre-arranged time in the first two working weeks of the term in September.

8.2 The Nursery will be closed to children during the days in which the staff are conducting home visits, unless it is deemed possible for other arrangements to be made to cover this time.

8.3 It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start. If this is not possible parents will meet Nursery staff in school to complete paperwork before they are able to start their Nursery sessions.

8.4 If home visits are not possible due to any social restrictions or precautions, a telephone, teams or distanced meeting at school will be arranged.

10. LEAVERS DURING THE YEAR

10.1 If a child is withdrawn by their parents from nursery during the school year, parents must give the school a minimum of 4 weeks' notice if possible.

10.2 The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the consideration list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on an offered place.

10.3 If a child is withdrawn during the nursery term it may mean that they are unable to start a new nursery until the start of a new term. This is because funding has already been allocated to Woodrow First School Nursery and is non-transferable at this time. This also applies for children who attend a different nursery and wish to transfer into Woodrow First School Nursery.

11. ATTENDANCE & LOSS OF NURSERY PLACE

11.1 Parents must contact school to record a child's absence for any reason. Contact can be made via Scholar Pack message, phone call, letter or face to face with the school office.

11.2 Children may occasionally be absent from Nursery due to planned activity or family holiday. Holiday dates must be given into the school via the office or class teacher in writing.

11.3 If a child is absent and no reasons for this absence has been recorded then school will contact parents in line with the school attendance policy as part of our safeguarding procedures.

11.4 If attendance and punctuality is poor or erratic, the nursery teacher or attendance lead will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places.

11.5 If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher.

11.6 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

11.7 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

12. TRANSFER FROM NURSERY INTO SCHOOL

12.1 All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Worcestershire County Council admissions procedure.

12.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

13. FEES

13.1 Fees may occur if your child is attending more than one setting at the same time. Each child over the age of 3 is entitled to 15 hours of free funding.

13.2 The fee charged for non-funded hours with effect from September 2025 is £5.25 per hour.

13.3 Parents are issued with Child based statements on a termly basis that shows the hours used from the annual allocation. Parents are free to allocate their hours as they wish (after school provision, holiday clubs etc.) but any shortfall of hours will then be chargeable and invoiced to the parents by the school.

13.4 If hours are chargeable and payments fall into arrears, parents will be contacted and school will agree an appropriate course of action with the parent. This could include a payment plan.

13.5 If payments continue to be in arrears and the agreed action is not followed the child may lose their space.

14. 30 HOUR FUNDING

14.1 Some parents may be eligible for 30-hour funding. Please refer to www.gov.uk/30-hours-free-childcare to check eligibility and obtain a code.

14.2 In academic year 2025-26 we have up to 12 30-hour places that can be offered to eligible parents.

14.3 It is the parent's responsibility to ensure that their code is renewed as required and that it is valid at the start of each term for which funding will be claimed.

14.4 If parents no longer meet the criteria for 30 hour funding we reserve the right to withdraw the 30 hour funded place. If spaces allow, we will offer a 15-hour place.

14.5 In September 2025 the full nursery day (8.45am – 3pm) currently equates to 6 ¼ hours so there will be a shortfall of 1 hour 15 minutes in funding per week. Parents have the option to pay for this additional time and the fee for this will be invoiced on a monthly basis. Please refer to our Charges and Remissions policy for details of charges.

Parents who do not wish their children to attend the full nursery day will have the attendance time of 9am – 3.00pm daily.

Parents choice will be agreed with the nursery during the induction process.

14.6 Any shortfall of funded hours provision over the academic year will also be invoiced to parents at a rate of £5.25 per hour.

14.7 If payments fall into arrears, parents will be contacted and school will agree an appropriate course of action with the parent. This could include a payment plan.

14.8 If payments continue to be in arrears and the agreed action is not followed the child may lose their space.

15. 2-YEAR-OLD FUNDING

15.1 Some families may be eligible for 2-year-old funding. This includes economic and working family eligibility. Please refer to <https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/childcare/ways-paying-childcare/funded-childcare-0-5-year-olds>

15.2 Parents must apply for the funding and be in receipt of a funding certificate and code.

15.3 The Governors of Woodrow First School & Nursery have decided up to 10 spaces will be offered to eligible children who will turn three during the relevant term. These are referred to as 'rising 3's, five spaces in the morning and five in the afternoon.

15.4 Allocation of spaces for our 15 hour funded children will take priority over the allocation of 2-year old spaces in the September term. This ensures the maximum number of children who will be Reception age the following year, have access to Nursery. Any remaining spaces can be filled by a 'rising 3' up to a maximum of 10.

15.5 Woodrow First School does not offer spaces for 2 year olds/rising 3's above 15 hours a week. Parents eligible for 30 hour funding for their 2 year old can discuss split funding with the Nursery Manager.

16. EARLY YEARS PUPIL PREMIUM

16.1 Since April 2015 we have had access to the Early Years Pupil Premium (EYPP) to support educational outcomes for disadvantaged 3 and 4 year-old children. This funding is now also available for 2 year olds.

16.2 To receive the premium a child must be in a receipt of 2 or 3 and 4-year-old funding and the family must be in receipt of certain benefits. If you think that your child may be eligible for this extra funding, then please speak to the Nursery staff.

17. DISABILITY LIVING ALLOWANCE FUND

17.1 Since September 2017 we have had access to a one off grant for children who receive Disability Living Allowance. For the school to receive the additional funding the parents will need to nominate their chosen provider on the relevant funding forms. This additional funding enables us to support the child's individual needs at a greater level. If you think that your child may be eligible for this extra funding, then please speak to the Nursery staff.

