

WILLIAM LILLEY

INFANT AND NURSERY SCHOOL



NURSERY ADMISSIONS POLICY

FOR ACADEMIC YEAR 2025-2026

Governors' Committee Responsible:	Finance And Business
Date policy written:	Spring 2023 Reviewed Summer 2024 (Delayed due to roll-out of Childcare Support Expansion)
Date approved by Governors:	June 2024
Reviewed:	7 July 2025
Next Review Date	Spring 2026

Our School Vision and Statement of Intent

We are a NUTURING, INSPIRATIONAL, FAMILY who are DETERMINED to SUCCEED.

Our Nursery is part of our Early Years Foundation Stage for which the following is our vision:

- * At William Lilley Foundation Stage play, communication and promoting a love of learning is at the heart of all that we do,
- * Our happy children are nurtured and are encouraged to build strong relationships within the school family,
- * Children are motivated through fun, first-hand experiences which support them to develop their understanding of the wider world, take risks and extend their learning,
- * Our children are encouraged to be healthy, active learners who are confident, independent individuals,
- * Our inspirational environment enables us to work together, celebrate each other and achieve success.

The Governing Body at William Lilley Infant and Nursery School is the Admission Authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all.

Scope

This policy sets out how the school will fulfil its responsibilities regarding the admission of pupils to its Nursery and includes:

- Standard Entitlement, Extended Hours Funding Provision including Free Childcare for Working Parents,
- Rising Three Offer including Free Childcare for Working Parents,
- Register of Interest,
- Offer and Allocation of Nursery Places,
- Reserve List,
- Admissions Procedures,
- Contracts and Charges,
- Withdrawing Offers,
- Refusal of Admission,
- Admission to Reception,
- Legal Framework, Data Protection and Safeguarding.

Standard Entitlement Provision for 3-4 year olds

All children in England are entitled to 15 hours of funded nursery education for 38 weeks of the year from the relevant dates outlined below:

- Born between 1st January and 31st March: eligible from the start of term beginning on, or following, 1st April after the child's third birthday,
- Born between 1st April and 31st August: eligible from the start of term beginning on, or following 1st September after the child's third birthday,
- Born between 1st September and 31st December: eligible from the start of term beginning on or following 1st January after the child's third birthday.

Funded early education places are available at a range of early years settings including day nurseries, playgroups, childminders, pre-schools and nursery schools.

William Lilley Nursery is able to offer ~~a minimum of~~ 15 hours of funded nursery education for 38 weeks of the year and does so following Nottinghamshire County Council's school term dates:

- The 15 hours can be used towards standard nursery sessions and one Lunch Club session per week.

Extended Hours Funding for 2-4 year olds

The funded hours for 3-4 year olds was extended to 30 hours for some working parents in September 2017 and has been expanded to include 2 year olds from September 2025.

Working parents may be eligible for funded nursery education for 38 weeks of the year from the relevant dates outlined below:

- Born between 1st January and 31st March: eligible from the start of term beginning on, or following, 1st April after the child's second birthday,
- Born between 1st April and 31st August: eligible from the start of term beginning on, or following 1st September after the child's second birthday,
- Born between 1st September and 31st December: eligible from the start of term beginning on or following 1st January after the child's second birthday.

For more information regarding eligibility for this, please see [Childcare Choices](#).

William Lilley Nursery is able to offer a maximum of 30 hours of funded nursery education for 38 weeks of the year and does so following Nottinghamshire County Council's school term dates:

- ~~• The 15 hours can be used towards standard nursery sessions and one Lunch Club session per week,~~
- For working parents entitled to 30 hours Working Parents funding, they are required to complete an online eligibility check and provide a reference number to the school for the extended hours place to be secured. The 30 hours extended hours funding covers the cost of two lots of 15 hours standard Nursery sessions and two Lunch Club sessions per week.

2 Year Old Funding – For Families Receiving Some Additional Forms of Financial Support

William Lilley is able to offer 15 hours funded childcare for 2 year olds of eligible families who receive some additional forms of Government support. Eligible children can get 15 hours per week of funded nursery education for 38 weeks of the year. Further information about the eligibility criteria can be found [here](#).

Register of Interest

Visits to see the Nursery setting are welcomed either on an individual basis or through attending our annual Open Day.

Parents can register their interest for a nursery place at any time by contacting the School Office and asking for their details to be held on a waiting list.

Children will be added to the waiting list in date of birth order and considered for a place when they reach the appropriate age.

Placing a child on the waiting list does not guarantee that a place will become available for the child.

The date on which a child was added to the waiting list will not be taken into consideration when places are offered.

Offer and Allocation of Nursery Places

The William Lilley Early Years Foundation Stage (Nursery) Units can accommodate a maximum of ~~39~~ 36 (comprising 10 two year olds + 26 three to four year olds per session).

Our main intake is in the September of each year. Dependent on the further availability of spaces, there will be further intakes at the beginning of January and April.

September Intake 2025

Date of birth	Offer to be made	Offers to be made by
1 September 2021 to 31 August 2022	3 year old place. Standard Entitlement and Extended Hours Funding Provision for 3-4 year olds.	April 2025
1 September 2022 to 31 August 2023	2 year old place. Extended Hours Funding Provision for 2-4 year olds. Or 15 hours Funding Provision for Families Receiving Some Additional Forms of Financial Support.	April 2025

January Intake-2026

Date of birth	Offer to be made	Offers to be made by
September to December 2021 1 September 2022 to 31 December 2022	3 year old place. Standard Entitlement and Extended Hours Funding Provision for 3-4 year olds.	October 2025
1 September 2023 to 31 December 2024	2 year old place. Extended Hours Funding Provision for 2-4 year olds. Or 15 hours Funding Provision for Families Receiving Some Additional Forms of Financial Support.	October 2025

April Intake-2026

Date of birth	Offer to be made	Offers to be made by
1 January 2023 to 31 March 2023	3 year old place. Standard Entitlement and Extended Hours Funding Provision for 3-4 year olds.	January 2026
1 January 2024 to 31 March 2024	2 year old place. Extended Hours Funding Provision for 2-4 year olds. Or 15 hours Funding Provision for Families Receiving Some Additional Forms of Financial Support.	January 2026

Places will be offered by date of birth in line with the following criteria which mirror Nottinghamshire County Council's standard reception intake criteria for infant and primary schools:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area at the closing date for applications.

4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

The Governing Body may increase the priority of a request for a place where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.

Where there is a tiebreak scenario within the criteria, priority will be given to the child who lives closest to the school based on the distance calculated by an online mapping tool.

Upon the allocation of all Nursery places, any requests for additional 'purchased sessions' will be considered on a case by case basis.

Offers should be accepted, or otherwise, by the date specified; failure to do so in time may mean that the sessions originally offered will be subsequently proposed to another child on the waiting list.

In circumstances where more applications are received than places are available, children who are not offered places will remain on our waiting list in order of the criteria.

If a place becomes available, change of pattern requests received from current pupils will be considered first.

All offers are made with due regard to the safeguarding requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS). These set out the minimum staff:child ratios, minimum staff qualification levels and minimum space requirements. As per these requirements, the ratio for ~~Rising 3's~~ 2 year olds are 1 member of staff to 5 children; once a child turns 3 years old, they are included in the 1:13 ratio.

Admissions Procedures

In order for the offer of a place to be secured, a Parental Agreement for Early Years Funded Entitlement and Further Additional Charges (Appendix 1 for 2 year olds or Appendix 2 for 3-4 year olds) must be signed and returned to school in accordance with the specified date.

In addition, parents whose child is accessing a Working Parents Childcare Support place, will need to complete a Nottinghamshire County Council Early Years 2, 3 and 4 year old Funded Entitlement Parental Declaration Form.

Once a place has been allocated and accepted, parents will be given a welcome pack and are invited to some or all of the following events:

- Tour of the School
- Getting Ready for Nursery session
- Parents' Information Evening
- Stay and Play session
- Teddy Bears' Picnic
- Home visit

Attendance Patterns and Charges

In line with Nottinghamshire County Council's additional charges statement we, as the provider, are able to make a reasonable charge for meals, consumables and services such as trips provided to children during

the day. In line with Early Education and Childcare Statutory Guidance, the additional charges require parents to consent to them in advance and/or to be given alternative options, such as being able to provide a packed lunch.

From 1 April 2017 free school meals for early years children has no longer been available due to changes in funding. However, Nottinghamshire County Council still encourages families to register their child for the purposes of Early Years Pupil Premium. Children who are eligible for Early Years Pupil Premium have access to additional help within school as well as receiving financial benefit e.g. 10% off Lunch Club charges.

We are able to charge additional costs including, but not limited to, lunch clubs and/or sessions where the provision goes above the funded hours.

Session timings	Morning session	8.50am-11.40am
	Lunch club	11.40am-12.30pm
	Afternoon session	12.30pm-3.20pm
	Full day	8.50am-3.20pm

Attendance Pattern	Detail	Curriculum Contact Time	Lunch Club	Cost
Morning Pattern	Every morning session	14 hours 10 minutes	Wednesday 50 minutes	£0.00
Afternoon Pattern	Every afternoon session	14 hours 10 minutes	Thursday 50 minutes	£0.00
Two and half days	Full day Monday, Full day Tuesday and Wednesday morning	14 hours 10 minutes	Tuesday 50 minutes	Monday Lunch Club £5.00
Two and half days	Wednesday afternoon Full day Thursday and Friday	14 hours 10 minutes	Friday 50 minutes	Thursday Lunch Club £5.00
Full time (30 hours)	Full day Monday to Friday	28 hours 20 minutes	Tuesday 50 minutes Wednesday 50 minutes	Monday, Thursday and Friday Lunch Club £5.00 x 3 = £15.00

* Any hot dinners taken are £3.16 per day

* Any additional Lunch Club sessions are chargeable at £5.00 per session

If parents are offered and accept the Monday to Friday 30 hours offer or the two and a half day 15 hours offer THEY WILL BE CHARGED FOR THE ADDITIONAL LUNCHTIME HOURS AS THIS TIME DOES NOT COUNT AS EDUCATIONAL PROVISION. These charges will be levied in line with the schools Charging Policy.

Parents who have accepted a 30 hour or a two and a half day place and wish to take their child home over lunchtime to avoid accessing care over their funded entitlement are entitled to do so. Parents will need to decide for each term, in advance, whether they wish to take their child home over the lunchtime period for that term. Otherwise, a charge will be levied in line with the school's Charging Policy.

Parents who have accepted a 30 hour or a two and a half day place and wish to collect their child early to avoid accessing care over their funded entitlement are entitled to do so. To allow management of school staffing and ratios, the day of the week and time of the early collection can only be approved at the discretion of the head teacher and will be reviewed termly. Otherwise, a charge will be levied in line with the school's Charging Policy.

Where parents incur additional charges, we endeavour to allow flexibility, for example through carrying forward credit of sessions not attended in certain circumstances. This is approached on a case-by-case basis.

By completing the Parental Agreement for Early Years Funded Entitlement and Additional Charges, parents are agreeing to the charges and are liable for fees incurred, payable to the Local Authority.

William Lilley offers a wrap-around service for families. Provision is available for children to attend the wrap around setting in the morning from 7.30am and at the end of the day until 6pm. This will incur additional charges as set out in our Wraparound Care Policy.

If eligible, parents can use their Tax Free Childcare and Universal Credits alongside funded hours to pay for any additional services they use.

Upon payment, itemised receipts are issued; invoices and statements can be produced on request.

Withdrawing Offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within the given deadlines
- A child is in receipt of more than their entitlement of nursery education
- A family registering and claiming the funded hours at an additional setting
- Charges agreed are defaulted upon.

Working Parents Funding Provision (15 and 30 hours)

- Parents will be prompted every three months by HMRC to reconfirm that they remain eligible,
- The Local Authority will audit the eligibility codes at six points during the year to identify any children who have fallen out of eligibility; in accordance with this they will let the school know where parents have fallen out of their eligibility. The school will then notify parents within 10 working days,
- If parents cease to meet the eligibility criteria, they will receive a 'grace period' where they will continue to receive the free childcare for a set period of time,
 - a child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (31st March, 31st August or 31st December) or for as long as they remain under the compulsory school age, whichever is shorter,
 - a child who becomes ineligible during the latter half of the funding block will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter,
- If a child becomes ineligible for the Working Parents 30 hours free childcare, they will still be entitled to 15 hours of free care which can be taken at William Lilley Infant and Nursery School if there are places available,
- It is possible for parents to share their hours between providers, as long as the child attends for a minimum of 15 hours and William Lilley Infant and Nursery School are able to claim at least 50% of the funding.

Refusal of Admission

A child can only be refused admission if one of the following criteria are met:

- The Nursery has reached its admission limit,
- The child is not of the appropriate age.

Parents do not have a statutory right to appeal against the refusal to award a place to their child on the above criteria. However, they may appeal to a SEND tribunal if the provision is named on an EHC plan.

Admission to Reception

Admission to the Nursery class does not constitute an entitlement of a place at William Lilley Infant School nor does it preclude the admission of a child to any other Infant or Primary School.

School Admissions are dealt with separately by Nottinghamshire County Council. Please see Nottinghamshire County Council's website for full details on the admissions process.

If parents wish their child to remain in Nursery until they are of compulsory school age, they must:

- Discuss their choice with the school,
- Submit the request to delay admission alongside the formal application for a school place to the Local Authority.

Legal Framework, Data Protection and Safeguarding

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006, 2016
- Data Protection Act 2018 and General Data Protection Regulation
- DfE Early Education and Childcare Statutory Guidance
- DfE Early Education and Childcare Operational Guidance
- Childcare Choices
- Nottinghamshire School Admissions
- Keeping Children Safe in Education
- Statutory Framework for the Early Years Foundation Stage

Appendix 1

PARENTAL AGREEMENT FOR EARLY YEARS FUNDED ENTITLEMENT and FURTHER ADDITIONAL CHARGES FOR 2 YEAR OLDS

Please return the completed agreement and return to the School Office by

XXXX

to secure your child's place in our Nursery.



Child's forename:	Child's surname:	Child's date of birth:

Please review the following and sign this form to confirm that you agree and consent to the full contents of this agreement.	
	<i>I confirm that I have accepted a Nursery place at William Lilley Infant and Nursery School as outlined in my child's offer letter.</i>
	<i>I understand that my child's entitlement to funded hours through the Government Childcare Support Offer will be claimed by William Lilley Infant and Nursery School for the Academic Year 2024/25 2025-2026.</i>
	<i>I understand that the funded hours have been extended for some working families of 2 year olds and more information regarding this can be obtained through visiting https://www.childcarechoices.gov.uk/.</i>
	<i>I understand that William Lilley is able to offer 15 hours funded childcare to 2 year olds of eligible families who receive some additional forms of Government support. The funded childcare is available for 38 weeks of the year and further information about the eligibility criteria can be found here.</i>
	<i>I confirm that if requested to by William Lilley Infant and Nursery School, I will complete the Nottinghamshire County Council Early Years Funded Entitlement Declaration form or I have already done so.</i>
	<i>I understand that in line with the School's Nursery Admissions policy and Early Education and Childcare Statutory Guidance, additional charges require my consent. These can include, but are not limited to, lunch clubs and/or sessions where the provision goes above the funded hours.</i>
	<i>I understand any additional charges incurred for Lunch Clubs are to cover additional staffing costs over this period.</i>
	<i>I have been informed that if my child attends Lunch Club, I have the option of paying for a hot dinner. If I choose not to pay for a hot meal, I agree to provide a packed lunch. I understand that should my child wish to have a hot dinner at Lunch Club, it will be charged at £2.95 £3.16.</i>
	<i>I agree to arrange a suitable method of payment before my child starts at nursery.</i>
	<i>I agree to pay any additional charges (lunch club, hot meals etc) incurred.</i>
	<i>I agree to keep my SchoolMoney account up to date and, ideally, in credit at all times.</i>
	<i>I understand that once a written offer has been made, there are limited circumstances in which it can be withdrawn, including where charges agreed and subsequent agreed payment arrangements are defaulted on. If my child's place is withdrawn for this reason, I understand that I am still legally responsible for the incurred charges.</i>
	<i>I understand that William Lilley Infant and Nursery School reserves the right to increase charges giving four weeks notice of the proposed increase.</i>
	<i>I understand that in the event of the School's closure, charges will not be incurred. Absences from Nursery (due to reasons such as illness, holiday or change of plan at short notice) may still be charged.</i>
	<i>I understand that if I wish to change my child's funded hours/attendance pattern, I should speak to a member of staff. If a change of pattern is agreed, I accept that there may be an alteration to the additional charges.</i>
	<i>Should I find I am no longer eligible for a funded place, I understand that there is no guarantee that a space will remain for my child at William Lilley Infant and Nursery School.</i>
	<i>I understand that if my circumstances change and I no longer require a place at William Lilley Infant and Nursery School, I will need to give written notice of four weeks, the funding will continue to be claimed for the duration of that term and I will still be liable for additional charges already incurred.</i>

By signing this form, I am declaring that I have parental responsibility and I accept responsibility for paying fees.		
Parent/Guardian Name:	Signature:	Date:
Parent/Guardian Name:	Signature:	Date:

Appendix 2

PARENTAL AGREEMENT FOR EARLY YEARS FUNDED ENTITLEMENT and FURTHER ADDITIONAL CHARGES FOR 3-4 YEAR OLDS

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	<i>I understand that my child's entitlement to funded hours through the Government Childcare Support Offer will be claimed by William Lilley Infant and Nursery School for the Academic Year 2025-2026</i>
	<i>I understand that all children are entitled to 15 hours of funded nursery education for 38 weeks of the year from the term beginning on, or following their third birthday. The funded hours have been extended for some working families and more information regarding this can be obtained through visiting https://www.childcarechoices.gov.uk/.</i>
	<i>I understand that William Lilley Infant and Nursery School are able to offer a minimum of 15 hours of funded nursery education for 38 weeks of the year and do so following Nottinghamshire County Council's school term dates.</i>
	<i>I confirm that if requested to by William Lilley Infant and Nursery School, I will complete the Nottinghamshire County Council Early Years Funded Entitlement Declaration form or I have already done so.</i>
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	<i>I understand any additional charges incurred for Lunch Clubs are to cover additional staffing costs over this period.</i>
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	<i>I understand that if I wish to change my child's funded hours/attendance pattern, I should speak to a member of staff. If a change of pattern is agreed, I accept that there may be an alteration to the additional charges.</i>
	<i>Should I find I am no longer eligible for a funded place, I understand that there is no guarantee that a space will remain for my child at William Lilley Infant and Nursery School.</i>
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