



Foundations for Children
Nursery Schools Federation



Foundations for Children Admissions Policy (including Charging & Remissions)

**Croyland Nursery School, Parklands Nursery School,
Camrose Early Years Centre and Highfield Nursery
School**

POLICY APPROVED BY:	Full Governing Body
DATE PUBLISHED:	April 2025
DUE FOR REVIEW:	April 2026
TO BE REVIEWED BY:	Cath Draper



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1. Aims and Objectives

To provide high quality education and care for all children and parents in the nursery. To ensure that all children are admitted in a fair and well managed way, which is compliant with all relevant legislation, such as the Equality Act 2010

- To give equal opportunities to all children and parent/carers, regardless of race, gender, religion, class or disability
- To ensure continuity of experience for all children and parents/carers who attend the nursery school. The nursery is managed by the Governing Body, with funding from: North and West Northamptonshire Councils and Income generated from fees paid by parents/carers
- To ensure that a clear process exists and is implemented for the benefit of children, parents/carers, staff and the wider community
- The balance of number of places be re-assessed by the Governing Board each year, based on the need, demand and overall capacity.

2. Registration

A waiting list of those registered for nursery places is kept by the administrator at each school and any parent/carer may register a child's name.

- Names can be registered from birth.
- Registration forms are dated as they are submitted.
- None of the schools have a catchment area. Places are allocated in order of joining the waiting list (except in the case of a specific priority admission – see Section 5)
- Children who are due to start school within the next 6 months, may also be given a priority place at the discretion of the Deputy Head
- Appeals for places at any of the 4 schools will be dealt with by the Deputy Head, Executive Head Teacher – and where needed, the Governing Board



- Parents/carers may state a preference for sessions. When parental preferences cannot be met, consultation with parents/carers about alternatives will be discussed.
- Parents/carers are encouraged to view the nursery prior to completing the registration form and may request to discuss nursery routine etc. with staff at a mutually convenient time.

3. Nursery Places Available by School

3.1 Camrose Early Years Centre

Camrose Early Years Centre is open from 8.00am - 6.00pm all year round. The centre is closed for bank holidays, training days and the Christmas period. See academic calendar for details.

There is a mixture of free entitlement and parent/carer funded places as follows:

Age	Number of places	Available sessions
6 mths - 2 years	9 full time equivalent	8.00am - 1.00pm and/or 1.00pm - 6.00pm
		8.45am - 11.45am or 12.40pm - 3.40pm
2-3 years	12 part time (38 weeks/year)	8.00am - 1.00pm and/or 1.00pm - 6.00pm
	12 full time equivalent	8.45am - 11.45am or 12.40pm - 3.40pm
3-4 years	26 part time (38 weeks/year)	8.00am - 1.00pm and/or 1.00pm - 6.00pm
	26 full time equivalent	8.45am - 11.45am or 12.40pm - 3.40pm

Full time is 8:00am-6:00pm on weekdays, i.e. 50 hours per week.

Funded entitlement (as detailed below, if eligible) can be 'topped up' by parents/carers in blocks of 5 hours, i.e. 8.00am - 1.00pm and/or 1.00pm - 6.00pm. See childcare fees for details.



The 570 hours free entitlement is available to:

- Children from a disadvantaged background, aged 2 according to the Government’s eligibility criteria.
- all children of working families from 9 months old, from the term after the child turns 9 months, 2 years or 3 years old.

The 1140 hours free entitlement is available to:

- children aged 3 and 4 from the term after the child turns 3, according to the Government’s eligibility criteria

3.2 Parklands Nursery School

Parklands nursery school is open from 8.30am – 3.30pm term time. The school is also closed for bank holidays and training days. See academic calendar for details.

There is a mixture of free entitlement and parent/carer funded places as follows:

Age	Number of places	Available sessions
2-3 years	16 full time equivalent	8.30am - 11.30am or 12.30pm - 3.30pm
3-4 years	38 full time equivalent	8.30am - 11.30am or 12.30pm - 3.30pm

Full time is 8:30am-3.30pm on weekdays, i.e. 35 hours a week.

Funded entitlement (as detailed below, if eligible) can be 'topped up' by parents/carers to extend the day. A child can attend both morning and afternoon resulting in a full day (7 hours to include the break of 11.30am - 12.30pm). A full day uses 6 hours of funded entitlement with the additional hour payable by parents/carers. See childcare fees for details.

The 570 hours free entitlement is available to:

- Children from a disadvantaged background, aged 2 according to the Government’s eligibility criteria.
- all children of working families from the term after the child turns 2 or 3 years old.

The 1140 hours free entitlement is available to:

- children aged 3 and 4 from the term after the child turns 3, according to the Government’s eligibility criteria



3.3 Highfield Nursery School

Highfield nursery school is open from 8.30am – 3.30pm term time. The school is also closed for bank holidays and training days. See academic calendar for details.

There is a mixture of free entitlement and parent/carer funded places as follows:

Age	Number of places	Available sessions
2-3 years	12 full time equivalent	8.30am - 11.30am or 12.30pm - 3.30pm
3-4 years	52 full time equivalent	8.30am - 11.30am or 12.30pm - 3.30pm

Full time is 8:30am-3.30pm on weekdays, i.e. 35 hours a week.

Funded entitlement (as detailed below, if eligible) can be 'topped up' by parents/carers to extend the day. A full day uses 6 hours of funded entitlement with the additional hour payable by parents/carers. See childcare fees for details.

The 570 hours free entitlement is available to:

- Children from a disadvantaged background, aged 2 according to the Government's eligibility criteria.
- all children of working families from the term after the child turns 2 or 3 years old.

The 1140 hours free entitlement is available to:

- children aged 3 and 4 from the term after the child turns 3, according to the Government's eligibility criteria



3.4 Croyland Nursery School

Croyland nursery school is open from 8.00am - 6.00pm all year round. The school is closed for bank holidays, training days and the Christmas period. See academic calendar for details.

There is a mixture of free entitlement and parent/carer funded places as follows:

Age	Number of places	Available sessions
6 mths - 2 years	9 full time equivalent	8.00am - 1.00pm and/or 1.00pm - 6.00pm
		8.30am - 11.30am or 12.40pm - 3.40pm
2-3 years	12 part time (38 weeks/year)	8.30am - 11.30am or 12.40pm - 3.40pm
	12 full time equivalent	8.00am - 1.00pm and/or 1.00pm - 6.00pm
3-4 years	26 part time (38 weeks/year)	8.30am - 11.30am or 12.40pm - 3.40pm
	26 full time equivalent	8.00am - 1.00pm and/or 1.00pm - 6.00pm

Full time is 8:00am-6:00pm on weekdays, i.e. 50 hours per week.

Funded entitlement (as detailed below, if eligible) can be 'topped up' by parents/carers in blocks of 5 hours, i.e. 8.00am - 1.00pm and/or 1.00pm - 6.00pm. See childcare fees for details.

Part time is 8.30am -11:30am or 12:40pm-3:40pm.

The 570 hours free entitlement is available to:

- Children from a disadvantaged background, aged 2 according to the Government's eligibility criteria.



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Highfield



Camrose

- all children of working families from 9 months old, from the term after the child turns 9 months, 2 years or 3 years old.

The 1140 hours free entitlement is available to:

- children aged 3 and 4 from the term after the child turns 3, according to the Government's eligibility criteria.

4. Staff Ratios

All Nursery Schools adhere to the recommended staff ratios for children (Ofsted National Standards)

- 1: 13 (1:8 if no Qualified Teacher in attendance) for 3 and 4 year olds
- 1: 4 for 2 year olds
- 1: 3 for 3 months to 2 year olds

5. Admissions

Admissions to the Nursery Schools are usually in September, January and April of each year, dependent on spaces (see numbers for each school above). Children may also be admitted at other times during the year, again dependent on availability of spaces. Children can still register at the school if there are no places left and will be added to the waiting list.

In response to supporting families, we will endeavour to offer flexible or additional paid sessions where possible, as long as overall child numbers remain within staff: child ratio for each session.

Ratio numbers are constantly monitored and updated automatically from class lists. A flexible place may be shared sessions between the Nursery School and another provider or blocking session hours together (15) over 3 days. No session time can be shorter than 3 hours.

- Prior to a place being offered the child and parent/carer must attend a play session.
- Parents/carers need to be aware that they will need to pay for extended hours as this is NOT part of the free entitlement.
- Children must attend a minimum of 2 sessions over 2 days in a week.
- Parents/carers are expected to give four weeks' notice for cancellation of their child's Nursery place. Funding will not be transferred to another setting before this time.



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- In some cases, it may be appropriate for a child to remain in the nursery for a further period. Such cases are discussed and agreed between the parents/carers, Headteacher and Area Education Officer. LA permission is required for this.
- Priority admissions: health visitors, doctors and social workers may request that a child has a priority place. These children would normally be admitted ahead of others on the waiting list. The maximum number of priority places should not exceed 20%
- In exceptional circumstances the governing board may be able to agree to a pattern of attendance that falls outside of the policy.

6. Special Educational Needs

Children with special educational needs and disabilities are admitted in accordance with the Federation's Admission Policy (as outlined in this document). For all children with special educational needs, a full consideration of need will be undertaken to ensure the child's needs can be met and appropriate support given.

Special Needs funding for staff support may be available through High Needs funding panel.

7. Induction Process

Parents/carers are offered a place for their child during the term prior to their preferred start date. Other places are offered as they become available.

- Parents/carers are invited to a meeting to meet their child's keyworker, see the nursery and receive an information pack.
- Parents/carers and children are invited to attend a play session(s) in nursery.
- An appointment is offered for the keyworker to visit the family at home. We consider this to be very important - the child is in familiar surroundings and queries and anxieties can be discussed in privacy.
- Admission is staggered at the beginning of each term.
- For children aged two and above, the parent/carer is asked to stay with the child for all the visit sessions. Staff use their discretion when requesting that parents/carers leave for short periods of time, gradually building up to the child staying for the whole session on their own
- For babies, a six-week settling period is adopted with parents/carers accompanying the child for two visits per week for the first four weeks. For the two weeks prior to



the child starting formally the parent/carer can leave the child for short periods of time, as they feel comfortable.

Each child is an individual and if necessary, an individual programme for settling will be discussed.

8. Prolonged Absence

Places are expected to be utilised fully and if a child is absent the school should be notified. Keyworkers will contact parent/carers if a child is absent without notifying the school. In the case of frequent or prolonged absence the Deputy Head will contact the family to discuss the matter in the first instance. Whilst the Nursery Schools acknowledges that primary and secondary schools may not authorise absence for family holidays during term time, it appreciates that in some circumstances there is a need for an extended period of absence from nursery. In this instance parent/carers will be asked to complete an absence form to be given to the Deputy Head.

9. Transfers and Transitions

- Where a nursery operates with different aged children in different rooms, children can be transferred from one room to another -usually when they reach the relevant birthday, subject to a suitable vacancy being available. 'Suitable' means that the hours that are needed for the child are available, so that staffing remains in line with the requirements in the EYFS.
- Children will commence Primary School in the respective September if they have had their 4th birthday by 31st August.
- If a parent has had their child's name on a waiting list in another area or has already been attending another nursery or early years setting, then preference will be given to that child for a Free Entitlement part-time sessional nursery place only if one is available. However, the place may not commence until the beginning of the next term.



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10. Charging and Remissions

- Charges will be invoiced monthly for any additional hours taken above the free entitlement – according to the details and fees listed on the ‘Nursery Education’ page of the website (www.ffcnschools.com/schools/name_of_school/nursery_education)
- Procedures are in place at each school to deal with late payments
- In very special circumstances – and at the discretion of the Executive Head Teacher and Governing Board – fees will not be charged for additional hours
- Parents / carers will be informed of any additional voluntary payments that may be requested to be put towards healthy snacks, trips, cooking and other curriculum activities

11. Linked Policies

- Complaints Policy
- SEND Policy

Reviewed April 2025