



Blackmoor Park Infant School and Kindergarten

Nursery Admission Policy 2025-26

Author/owner: Mr E Naylor

Date adopted: July 2025

Review: July 2026

We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 2: Every child has the right to enjoy all the rights in the Convention without discrimination

Article 3: In all actions concerning children, the best interests of the child must be a primary consideration.

Article 5: Governments must respect the rights and responsibilities of parents to provide guidance and direction to their child.

Article 18: Parents have the primary responsibility for the upbringing of the child. The state must support parents by providing services to support child development.

For more information on the convention and the rights of each child visit:

<http://www.unicef.org.uk/>

1. Introduction

Blackmoor Park Infant School and Kindergarten is committed to providing high-quality early years education in line with the Early Years Foundation Stage (EYFS) statutory framework. We offer both funded and paid nursery places that support children's learning and development in a safe, nurturing, and inclusive environment.

This policy outlines the admissions process and ensures fair, consistent access in accordance with statutory guidance and local authority funding criteria.

2. Aims

- To ensure admissions are fair, transparent, and consistently applied.
- To provide equitable access to funded early years education.
- To work collaboratively with parents/carers and the local authority to meet childcare and educational needs effectively.

3. Nursery Provision

We offer part-time and full-time nursery places for children aged 3 and 4, in line with the EYFS framework (DfE, 2023). Families may access places under one of the following options:

Option 1 – Full-Time (30 Hours Funded)

For families eligible for the extended 30-hour entitlement:

- Monday to Friday, 8:45am – 2:45pm
- Optional wraparound care may be available for an additional charge.

****Parents must apply for and validate a 30-hour code via the Childcare Choices website before the start of term. This is parental responsibility. This must be validated and given to the school office before the start of the following term****

Option 2 – Part-Time (15 Hours Funded)

Universal entitlement for all 3- and 4-year-olds:

- Morning sessions: 8:45am – 11:45am
- Afternoon sessions: 12:00pm – 3:00pm

Please Note:

- Children who will start Reception in September 2026 will be allocated a morning 15-hour place.
- Children who will start Reception in September 2027 will be allocated an afternoon 15-hour place. This arrangement supports a smooth transition into the Reception year and ensures consistency within cohort groups.

Option 3 – Private (Paid Additional 15 Hours)

Families accessing the 15-hour entitlement may choose to pay for an additional 15 hours (subject to availability), creating a full-time place.

4. Eligibility for Funded Places

- All children are eligible for 15 hours of universal funded childcare from the term after their third birthday.
- 30 hours extended entitlement is available to working families who meet HMRC's eligibility criteria.
- Parents must apply for and validate a 30-hour code via the Childcare Choices website before the start of term.

5. Admissions Criteria

In the event of oversubscription, places will be allocated using the following priority order:

1. Children in public care (Looked After Children) or previously looked after.
2. Children with an Education, Health and Care Plan (EHCP) naming the nursery.
3. Children with exceptional social or medical needs (evidence required).
4. Children due to start Reception in September 2026 or 2027, depending on available cohort places.
5. Children with siblings already attending Blackmoor Park Primary or Junior School.
6. Children living nearest to the nursery, measured by the local authority.
7. Priority may also be given to families requesting full-time or extended funded places, depending on capacity.

6. Application Process

- Applications open during the spring term for places starting in the following September.
- Parents/carers should complete the nursery application form, stating session preferences and funding eligibility.
- Proof of date of birth and address is required.
- Offer letters will confirm place allocation and session times, subject to availability and eligibility.

7. Attendance and Funding Compliance

- Regular attendance is expected for all children with funded or paid places.
- If a child is frequently absent or attendance is poor without valid reason, their nursery place may be at risk.
- Unused or persistently underused places may be withdrawn and offered to another child on the waiting list.
- Parents must inform the nursery of any absences or changes in circumstances affecting attendance or funding eligibility.

8. Deferred or Delayed Entry

Children may defer their nursery start date within the academic year, provided they remain eligible for funding and places are available.

9. Equal Opportunities

We are committed to providing inclusive access for all children regardless of background, gender, religion, disability, or ethnicity. Reasonable adjustments will be made to support children with additional needs, in line with the Equality Act 2010 and SEND Code of Practice.

10. Review

This policy will be reviewed annually, or earlier if statutory guidance or funding arrangements change.

Additional Information:

- For children who have attended our Day Nursery provision ALL fees and outstanding balances must be settled before transitioning over to the School Nursery Provision. Please see our 'Bad Debt/Charging and Remissions Policy' for further information.