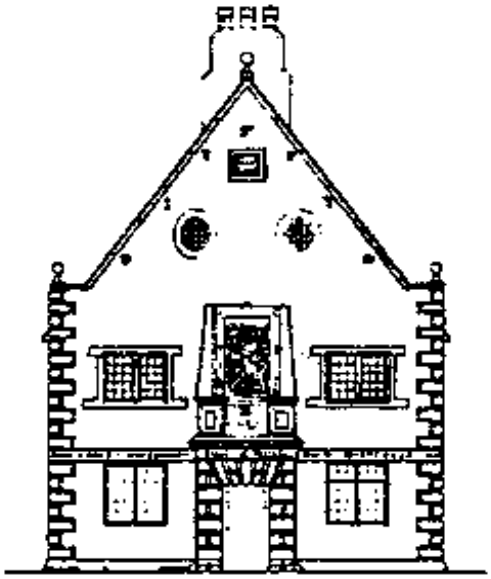


Bunny C of E Primary

Admissions Policy
(including Nursery)

November 2025

Written Autumn 2021
Reviewed Nov 2023, Nov 2024, Nov 2025
Reviewed annually

Bunny C of E Primary School
Nursery Admissions Policy

Our aims are

- To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.
- To help promote consistency of practice and procedure between nursery education / EYFS and Key Stage 1.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education so we will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community within a school setting.

Nursery Session Options

- Children, aged three and over are entitled for up to 30 hours of government funded nursery education per week.
- At Bunny C of E Primary School, we can offer up to **30** hours of government funded education during the school week. These sessions comprise of
    - Morning sessions, Monday to Friday which run from 8.50am to 12pm,
    - Afternoon Sessions, Monday to Friday which run from 1pm to 3.25pm
    - Lunchtime sessions 12.00-1.00pm
- If a child attends a morning and afternoon session on the same day this will be known as a full day, and the cost of lunchtime session will be included. The cost of a hot meal if required will be additional or the child is welcome to bring a packed lunch. Parents will be asked to preference the number of morning/ afternoon/ full time sessions required.
- Whenever possible first preference of sessions will be offered, but preferences will be allocated subject to availability and are not guaranteed. If the preferred days are unavailable, the child will be offered an alternative morning if available.
- Parents are able to use their funding at multiple settings as long as the total funding is not more than their allowance. It is the parent's

responsibility to allocate the hours of their funding between each of the settings that they are using and to inform each nursery provider how many hours of their funding they will be claiming at their setting.

Criteria for Admission to the Nursery

The Nursery Class at Bunny C of E Primary School is a 13 place Nursery based on 1 full session per day. The Headteacher of the school will offer children a place in the nursery at the beginning of the term following their third birthday according to the criteria as set by the Governors, in the following order of priority.
Within each of the criteria, places will be allocated based on distance from the school and proof of home address will be needed.

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be accompanied by medical evidence from a GP or Hospital Consultant. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children in Bunny C of E Primary School catchment with siblings attending the school in the September of the year of their admission.
4. Children in Bunny C of E Primary School catchment without siblings attending the school in the September of the year of their admission.
5. Children living outside of the catchment area with siblings attending the school in the September of their admission.
6. Children living outside of the catchment area without siblings attending the school in the September of their admission.

In the event of twins / multiple birth children applying and a single place only is available, a place will be offered for both / all children.

The Nursery "Expression of Interest Log"

- The school will maintain a list of the name, address and telephone number of parents who are interested in a place in the nursery for their child, together with the name and D.O.B. of the child and the date of registration.

- No child will be placed on the list until they have reached their second birthday.

- The list will not operate places on a "first come, first served" basis. The length of time children are on the list in no way influences the decisions about places.

- Parents will be sent an information letter the half term before their starting date. The information letter will confirm availability of places based on our admission criteria. Parents must confirm acceptance of the offer of a place by the confirmation date on the forms so that children on the waiting list can be offered places if necessary.

- Parents will be offered the opportunity to visit the nursery, prior to the child's start date. Prospective parents and children are welcome to visit Bunny C of E Primary School at a mutually convenient time.

Waiting List

If a Parent has a preference of less than 5 full days per week with the intention of increasing hours as the child gets older, we are unable to guarantee additional sessions for that child. Once places have been allocated, and where it is not possible to offer some children a part / full-time nursery place because places are all taken, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places or sessions that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery in mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

Should children on the waiting list meet the same criteria for admissions, e.g. all children on the waiting list are living in catchment with a sibling, a place will be allocated to the oldest children on the waiting list, providing that the child has passed his / her third birthday.

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Head teacher will be happy to discuss any concerns parents may have about the allocation of places.

Decisions to offer a place will be based on the criteria and procedures laid out in the Nursery Admissions Policy. Parents can refuse the offer made.

Attendance and Loss of a Nursery Place

- If a child's attendance and/or punctuality is poor or erratic the nursery / EYFS teacher will talk to parents/carers 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. This conversation should be recorded and dated in the child's folder.

- If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Head teacher.

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

- If a child is absent for a period of three weeks without any contact from the parents/carers 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 parent/carer.

- If children are going on holiday during term time, families must notify the school office and complete a 'miss learning time' form. Holidays for nursery aged children are authorised by the Head Teacher.

Transfer from nursery into reception

- All parents and carers must be aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Nottinghamshire County Council admissions procedure. https://www.nottinghamshire.gov.uk/education/school-admissions/hub

Funding of Nursery sessions

- The funding of nursery sessions must be agreed at the beginning of each term for the whole term ahead. Parents / guardians will be required to sign a form, committing to the agreed sessions and form of funding for the full term ahead. Half a terms notice must be given in advance of the term ahead if any amendments are made to the days / sessions or method of payment.

There are 3 options for funding the sessions

- Option A: The sessions are funded as part of the government 15 hours entitlement your child can attend up to 5 morning or afternoon session of nursey provision at Bunny CE Primary School totalling a maximum of 15 hours per week. If you would like your child to stay for lunch this will be an additional charge of £3.00 plus the cost of a hot meal if required, or your child would be welcome to bring a packed lunch.

- Option B: The sessions are funded as part of the government 30 hours entitlement your child can attend up to 5 full day sessions of nursery provision at Bunny CE Primary School per week, totalling a maximum of 30 hours. This will include lunchtime staffing cover, however the cost of a hot meal, if required, will be an additional charge or your child will be welcome to bring a packed lunch. It is the parents responsibility to apply for funding each term. If the eligibility code given has not been reactivated free funding can not be used so an invoice will be generated for all sessions charged at £15 a half day or £30 for a full day.

- Option C: Should parents wish to use their government funding entitlement at an alternative provider, nursery sessions at Bunny CE Primary School may be paid for privately by parents at the current cost per session (As at of September 2023, these costs are £15 per morning or afternoon session and £3 per lunchtime session). Invoices are issued in advance of each term and must be paid promptly by the start of each half-term either online via SchoolMoney or using childcare vouchers.

Nursery closure days

- School will be closed for 5 statutory INSET (In-Service Training Day) days per academic school year. Details of these dates will be shared with parents on School Newsletters and on the school calendar which is available on the school website & will form part of the New Starter Pack for nursery children. No nursery provision will be available for nursery children on these days, as the whole school will be closed for staff training. INSET days usually fall on Mondays or Fridays, so parents should be aware of this when selecting nursery session days and make alternative childcare provision for these dates.

- There may occasionally be school trips which are offered to nursery children. These trips require a parent / guardian to accompany the nursery-aged child. If a parent is unable to attend the trip, there is likely

to be no nursery provision on that day, as Willow Class staff will be attending and supervising the trip.

On the occasions where a session has been missed due to a Willow Class / Nursery trip, an alternative nursery morning session can be requested in lieu of the missed session for children who attend on a part-time basis. This will be agreed subject to capacity and availability of spaces, but may not always be possible.

Requesting Additional One-off Nursery sessions

- Funded nursery places are agreed at the beginning of each term for the whole term (see paragraph above "Funding of Nursery places") Additional one-off sessions may be requested by parents, but these will be offered subject to capacity and availability of spaces, and may not always be possible. Attendance at additional sessions will be charged at the current rate (£15 per half day session and £30 per full day session, as of Sept 2025)

In -year admission

Bunny C of E Primary School participates in the Nottinghamshire County Council's in-year coordinated scheme and all applications for in-year school places should be made directly to Nottinghamshire County Council. Information about how to apply and the timescale for processing applications is available at nottinghamshire.gov.uk/education/school-admissions/changing-school - click on link below.

Changing school in year If you wish to apply for a place in-year, please visit the Notts CC Admissions website.