

Hoo St Werburgh
Primary School

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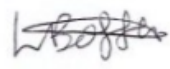


Hoo St Werburgh Primary School

Nursery Admissions Policy

July 2025

Signatories

Head of School	Mrs L Boffa	
Executive Head	Mrs E Poad	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mrs L Boffa	Head of School
Mrs L Hunt	Assistant Head

Review

Dated	July 2025
Next Review	Yearly – July 2026

Hoo St Werburgh Primary School makes provision for pupils from the age of 2 to 11.

Entry into the reception class is via the Local Authority admissions process, details of which are available at the school office. Entry to the school's nursery is at the discretion of the school's governing body.

Admission to the nursery class **does NOT** constitute nor guarantee admission to the schools' reception class. Nor does attendance at the school's nursery give priority of admission to the school.

Age of Admission

- Entry to nursery is in the term after the child's second or third birthday depending on the section they are joining. This will usually mean a September, January or April start. However, for pupils older than this admission can be arranged mid-term following a home visit by school staff
- Children will not be admitted before the age of two years.

Application Process

- Admission forms are available from the school office.
- Parents/carers will be contacted by nursery staff as the child approaches admission age, to organise a home visit to discuss the child's achievements to date, any health or learning needs and give the parents/child an opportunity to meet the staff in a familiar place as well as arrange a start date.
- Pupils are entitled to either two-year-old 15-hour funding, three/four-year-old 15 hours funding or three/four-year-old 30 hours a week of nursery provision, dependent upon home circumstances. There is also the option to fully self-fund or top up sessions by self-funding. At Hoo St Werburgh Primary we can offer these sessions, across the week, to suit individual needs. This flexibility relies on requested sessions not already being full.

Sessions

- 8.45am to 11.45am - morning sessions
- 12.15pm to 3.15pm – afternoon sessions
- A lunch session from 11.45am to 12.15pm is available at a nominal cost (ask office for details).

Over-Subscription Criteria

Where there are more applications than available places, the published over-subscription criteria will be used to determine who will be allocated places as follows:

Priority will initially be given -

1. ***Children who are Looked After or in Public Care***
2. ***Two-year-old funding*** will be given priority in the two-year-old allocation

After, the normal over-subscription criteria will apply.

1. ***Current family association/sibling*** (a brother or sister in the nursery class, or in the primary school, at the time of entry).
2. ***Child's health reasons*** (for which a medical certificate may be needed)
3. ***Nearness of children's homes*** (with places offered to those living closest to the school by the shortest available safe walking route)

Home address

It is at the discretion of the Head of School to determine whether a child cared for by a relative or registered childminder should be admitted based on the carer's home address. However, it must be noted that for admission to the primary school the address used must be the child's normal place of residence. (This could cause children to be moved from the school in the middle of the Foundation Stage if a different address has been used to determine admission to nursery).

Appeals Process

There is no statutory right of appeal against a decision regarding admission to a nursery class.

Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Head of School.

Transfer to Primary School (Reception class)

Children commence primary school in the school year in which they attain their 5th birthday. All schools offer places in the Reception Class to start in the September of the school year.

A parent may choose to defer their child's start at school and may remain in a pre-school or day nursery. It is not permissible for a child to remain as a Nursery pupil, as children on roll of a school must be registered with the correct year group. In special circumstances e.g. school deferment, this can be discussed further with the Local Authority and the School.

Consequently, all places in Nursery class will finish at the end of term 6 (July) prior to the start of the Reception year.

Advice and Guidance

Schools and parents may contact the early years and childcare service for advice and guidance on any aspect of nursery education – **01634 335566**

OTHER GUIDANCE

Charging for Additional Hours

It is not permissible to charge for the education of a child who is attending a school nursery for fewer than 15 hours per week unless self-funding. Nor is it permissible to have a child attending the school who is not recorded onto the school attendance register.

If a school chooses to offer more than 15 hours per week to any family, then a charge may be levied for those additional hours.

This means that a school may choose to offer parents the opportunity for a full school day, comprising 15 hours per week free of charge, and a fee for the additional hours that the child attends. The level of any fees is set by the school, but our advice is that the fee needs to at least cover the actual cost of provision, and is likely to need to be equivalent in monetary terms to the school's pupil funding level (EYSFF hourly unit). However, this is at the discretion of the school.

Likewise if there is a specified breakfast or after school club that is outside of the core education hours, then a charge may be levied for those additional hours. A school lunch may be charged for if the family is not eligible to free school meals.

In circumstances where a child attends a school nursery class for fewer than 15 hours each week, the parent is able to access the remaining hours free of charge at another setting. However, schools should ensure that their policy states that the hours attended at the school must be free of charge.

Advice and Guidance

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