

Date Reviewed:	June 2025
Review Date:	June 2026



Agreed by: Steering Committee	Date: July 2025
Name: Natalie Sadler	Signature: Signed electronically on Gov Hub

Admissions Policy Updated January 2026

Principles

This policy sets out how the admissions system works for Highfield Nursery School.

Highfield Nursery School is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively.

We aim to deliver flexible care and education in a way which supports all parents, assists those who work and those seeking to work. We offer places in line with guidelines set out by SCC regarding lengths of sessions.

We are committed to all families having equality of opportunity and including children of all needs. Please see our Equality Policy

If you require any further help or explanation about anything contained here please contact our school office on 01473 742534.

Eligibility

Any child can attend Highfield Nursery School, there is no catchment area.

Parents should ensure an application form is completed so their child is included on our admissions list.

Your child can stay in nursery until the September following their 4th birthday, when a reception class place will be offered.

Children can attend Highfield Nursery School until statutory schools age; after they are five and are eligible to receive 15 hours entitlement, or 30 hours entitlement if eligible during the year after their fourth birthday. If parents choose to do this instead of taking a place in reception, they will then be offered a place in year one and enter year one of formal schooling. Parents can request for their child to enter school into the reception year following their additional year in Nursery School, should they wish this. Reasons may include date of birth i.e. their child is "summer born", has an EHCP, or for reasons given by the parents. Parents should request this asking for the school entry year to be "deferred".

Attendance at Highfield Nursery School does not guarantee a place at any specific school and parents must apply separately for the school of their choice.

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Places are offered on availability.

We are able to offer places to children taking up government funded hours and in addition to this, children can access fee paying places; referred to as additional purchased hours.

Places are offered in date of birth order, oldest to youngest from the 1st of April for the following academic year. This confirms our admissions list.

Priority will be given to:

- children in Care and Children with an Educational Health Care Plan who are on our admissions list. Looked after children (Children in Care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.

A child who is a looked after child will always be admitted regardless of numbers in nursery.

Number of Places

We have 104 places for 3 and 4 year olds, offering 15 or 30 government funded hours per week in our 2 Nursery classes and 32 places in our Butterflies class for 2, 3 and 4 year olds, and each classroom can offer additional paid sessions as additional purchased hours. Please ask at the office for further information about additional purchased hours.

- The number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery, their ages, the amount of floor space we have and the staffing ratios we must have.
- Wherever possible, we will try to give your child a place at nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we offer.
- If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.
- Sometimes there are fewer places than the number of children wanting them. If this happens, we use the oversubscription criteria in appendix 1 to help us decide who will be offered places.

Tie Break

If there are not enough spaces for children requesting places, and it is not possible to distinguish between applicants in a particular category then a random ballot will take place.

Sessions and Charges

Our sessions run from 9-12 and 12-3pm in term time.

All parents are able to use their 15 and 30 hours funding between 9am and 3pm, in 3 hour blocks.

Parents are also able to purchase an additional hour of care in breakfast club from 8am until 9am daily.

If your child attends the 9-12 they will be given a light, healthy snack.

If your child attends the 12-3pm session they will be provided with a 2-course healthy lunch at a voluntary cost of £3.50.

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A voluntary charge of £1 per morning session for each child to cover the costs of snack. From time to time we may also ask for an additional voluntary contribution towards the cost of trips if necessary.

These are all payable through Famly, an online payments system used by many schools and you will be given a log in on entry. All payments must be made by the end of each week of care taken. Invoices will be sent monthly, in advance.

Points of admission

2 year olds – Butterflies Class

1. Priority will be given to 2 year old children in receipt of government funding who are on the admissions list on or before April 1st (for September start) and September 1st (For January start). A place will be offered to them the term after their second birthday, subject to availability, if we have received your child's eligibility ticket (Golden Ticket). You can find the full 2 year old eligibility criteria on the Suffolk County Council Website.
2. Any 3 year olds unable to take a place in the nursery classes will be offered places next.
3. Fee paying children, aged two, three or four will next be offered places in date of birth order and will be eligible as soon as they turn two.

All 3 and 4 year olds become eligible for Early Education Funding from the start of the term following their third birthday, the current offer is for 15 hours funded entitlement.

Children on our admissions list are offered places in date of birth order.

30 hours entitlement

In addition some children aged 3 and 4 are eligible for an additional 15 hours funded entitlement; this is known as the 30 hours provision. These are offered to children on a first come first served basis when parents bring the eligibility code to the office and where there is suitable availability.

- Your child will be aged 3 or 4
- Both parents must be working, or the sole parent is working in a lone parent family
- Each parent earns on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England.

Stretched Offer

We do not offer the stretched offer solely in Nursery School.

However, parents can choose to stretch their entitlement over two settings and we work closely with our onsite daycare to find suitable provision between our two settings should be this required. Parents are advised in this instance to share their hours regularly between the two settings as we feel this is the best for our children. We work with other settings and childminders so that parents can access their 30 hours entitlement with other early years providers.

Birthday	Free early education from beginning of
1 st September to 31 st December	Spring Term (after Christmas Holiday)
1 st January to 31 st March	Summer Term (after Easter Holiday)
1 st April to 31 st August	Autumn Term (after Summer Holiday)

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Private Purchased Hours

Parents can purchase additional hours if there is availability

We provide breakfast time sessions 8am –9am at a cost of £8.56 this includes a breakfast of fruit, cereal and toast.

After school sessions (3pm – 4pm) can be purchased at a cost of £7.56 per session. This can be booked at the school office.

Additional sessions of childcare can be purchased at £22.68 per 3-hour session and should be booked through the school office.

Please see our charges and remissions policy for further details and non-payment of fees schedule.

Additional sessions booked on a regular basis will remain allocated throughout the year, subject to fees being kept up to date. A period of a half term will be required to change the sessions pre-booked by parents.

Days off for illness, holiday or other reasons cannot be refunded, unless exceptional circumstances are agreed with the headteacher. School closure due to exceptional circumstances such as severe weather will not be refundable. Payments should normally be made via Famly. Parents not wishing to use this system should discuss this with a member of the office team.

We reserve the right to reallocate a place following a period of 4 weeks non-attendance or non-payment of costs.

We accept payment by tax-free childcare – please ask for the scheme details.

Occasional bookings for additional sessions should be made through the main office and are subject to availability. Payment for these should be made in advance.

We recognise that the cost of registered childcare and education may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service is costly and to ensure the continued high standards and sustainability of the service, we must ask parents and carers respect our policy in respect of fees.

When a parent/carer contacts the setting enquiring about a place for their child, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.

If a place is available, the parent/carer and the child will be invited to visit the setting. This is an ideal opportunity for parent/carers to ask questions about the setting. If the parent/carer agrees to abide by all the terms and conditions of administration, including the level of fees and arrangements for payment, they will be asked to arrange a home visit and then a pre-sessional visit and a start date for the child will be agreed.

Inductions visits are arranged to enable the child to settle in at Highfield Nursery School and offered free of charge.

If there is no availability at the time of inquiry a child can be added to our waiting lists if the parent is happy to do so.

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Appendix

Oversubscription Criteria

If there are more applications than places available, the school will then use the following criteria to decide:

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names your nursery must be offered a place.
- Children in Care and previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
- Children who are already in our provision and wish to extend their hours with us.
- Date of birth – for example you may choose to allocate places in each school year group in date of birth order (oldest to youngest).
- Children eligible for the 30 hours and wanting to access this, on a first come first serve basis
- Children of UK services personnel.
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children also wanting to purchase hours in addition to their funded entitlement.