

Orleans Primary School



Nursery Admissions Policy 2025 - 26

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	Annually
Date written/last review	January 2025
Date of next review	January 2026

The responsibility for the admission of children to the nursery class at Orleans Primary school rests with the school. Where relevant, the school uses the oversubscription criteria which applies to all school admissions.

Orleans Primary nursery has a single point of admission for pupils: September. Children are usually admitted to nursery in the academic year in which they turn 4 years old.

The decision on all applications is made by the Headteacher, who implements the Admissions Policy, including applying the oversubscription criteria. The reason for all decisions will remain confidential and applicants for nursery places have no right of appeal if they are not allocated a place.

Applications for admissions will be accepted between 1st September and the beginning of March in the academic year before the child is due to start. **Children starting nursery in September 2025 will have been born between 1st September 2021 and 31st August 2022. Applications close on 7th March 2025.** Due to limited availability of spaces, an application for a nursery place does not guarantee admission. Applications will be considered after the application deadline according to the oversubscription criteria and not the length of time the child has been on the waiting list.

Any unsuccessful applicants will be invited to join a waiting list. The waiting list will be maintained in the order of the oversubscription criteria and not in the order in which the applications are received. If nursery places become vacant during the year they are allocated according to the waiting list at the point when they become vacant. If an application is made after the deadline, a place will be offered if there is a vacancy. If there is no vacancy then the applicant will be added to the waiting list according to the oversubscription criteria.

All nursery places are offered subject to acceptance of the school's nursery terms and conditions and subject to proof of current address and the child's birth certificate.

We are delighted that many of our nursery families go on to apply for a place in Reception, but it is important to note that attendance at the nursery is not a criterion for admission to Reception and does not guarantee a place. To apply for a place in Reception a separate application is needed in accordance with the Local Authority's Coordinated Admissions Arrangements.

Oversubscription Criteria for Orleans Primary Nursery Provision

There are 19 Full Time Equivalent (FTE) places in the Orleans Nursery: 7 part time (morning); 7 part time (afternoon) and 12 full time places.

Places will be allocated according to the preference stated on the application forms i.e. if there are 7 applications each for the morning and afternoon sessions and 12 applications for full time provision, every place will be filled. If there are more applications than places available, oversubscription criteria will apply.

Applicants with an EHCP that names the school will be admitted in accordance with Section 43 of the Children and Families Act 2014. Following the admission of applicants with an ECHP, if there are more applications to the nursery than there are places available, places will be allocated in the following order of priority:

1. Children in Public Care (also known as Looked After Children) in the care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after.

2. Children for whom there is an exceptional educational, social or medical need for admission to a particular school.¹
3. Siblings of children currently on the nursery or school roll.²
4. Children with a parent who works at the school.³
5. All other children.

If there are more applications than places available, the tie-breaker within each category is distance to the school, measured on <http://www.freemaptools.com/distance-between-uk-postcodes.htm> according to the home postcode and the school postcode. Priority is given to children who live closest. Where only one place is available but two children within the same category live exactly the same distance away, a decision will be made through drawing lots.

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child from a multiple birth applying for a place in the same school year, these siblings will also be admitted.

About our nursery

The nursery at Orleans Primary School offers both part-time and full-time places. The session times are as follows:

	Number of places available for each session	Morning session times	Afternoon session times	Full-time session times for fee-paying places	Full-time* session times for coded places
Orleans Primary School Nursery	19	09.00 - 12.00	12.30 - 15.30	09.00 – 15.30	09.00 - 15.00*

*Please note, if you would like to collect your child at 15.30 each day and they have a coded full-time place, you can opt to pay an additional £4 per day (£20 per week) to cover the additional 30 mins each day / 2.5hrs per week.

All part-time places are paid for by the government. This is because all 3 and 4-year-old children in England are entitled to 15 hours free childcare or nursery education over a period of 38 weeks (term time only). Children attending the nursery at Orleans Primary on a part-time basis will either attend five morning sessions each week or five afternoon sessions.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional 15 hours free childcare or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours free provision each week. You may be eligible if you work and you are receiving the equivalent of the national minimum wage but no more than £100,000 per year. If you are eligible you will receive a code and this must be given to the school before your child can stay full time. The code must be

¹ The Head teacher may, on an individual basis, give priority to applicants who can demonstrate admission to the school is necessary on the grounds of professionally supported educational, medical and/ or social need, and only this school can meet this need. Parents/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker, which must be no more than six months old. All information submitted will be regarded as confidential.

² Brothers and sisters (siblings) of children currently on the school roll. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

³ The parent must have been an employee of the school for two or more years at the time of application and/or recruited to fill a vacancy for which there is a demonstrable skill shortage.

renewed every three months. You can find out if you are eligible at:
<https://www.childcarechoices.gov.uk/>

PLEASE NOTE: The total full-time hours per week are 32.5 and not 30 (funding from the government for full-time places covers 30 hours of the full-time week). Additional fees are charged on top of this to account for the shortfall in funded hours.

Some full-time places are paid for by parents or carers. This is because some parents would like their child to attend Nursery on a full-time basis but are only entitled to 15 hours of free provision. These parents need to pay fees.

How do I apply?

We are proud of the quality of education that children get in our nursery and we strongly encourage prospective parents to visit before applying. Please contact the school to arrange a visit. To apply for a nursery place, please fill in the Nursery Application Form. A link to the form can be found on the School website. You can apply from 1st September in the year before your child is due to start, but please ensure you check the closing date for admissions. Applications received after the closing date will be considered late admissions, and first-round places will have already been assigned.

If you are applying for a part-time place we will ask you whether you would prefer your child to attend in the morning or in the afternoon.

If you are applying for a full-time place we will ask whether you have an eligibility code or if you will be paying the full fees. If you are entitled to additional provision you will need to provide your code before your child can stay for full-time provision. If you are paying fees you will need to make the appropriate payment before your child can stay for full-time provision.

What are the deadlines for applying for a place?

To start in September 2025 the application deadline is 7th March 2025 (you can still apply after this date and we may have places available).

If you apply after the deadline we may still be able to offer a place, if the school has a vacancy. If there are no vacancies, late applications will be added to the waiting list according to the oversubscription criteria.

What happens next?

The school will send out written offers for applicants starting in September 2025 by Friday 2nd May 2025.

You will have two weeks to confirm whether you want to accept the place and to provide proof of the child's age and home address. You will need to email info@orleans.richmond.sch.uk within two weeks of receiving the offer letter to accept or decline the place.

If you do not accept the place within two weeks, or if you do not provide evidence of the child's age and home address, the place may be withdrawn and offered to someone on the waiting list.

The nursery team will conduct a stay and play session in school during the summer term (June / July 2025), and there will be a 30-minute induction session for parents and their child in the nursery classroom during the first week of September. This will provide key information to the team and allow each child to familiarise themselves with the classroom environment.

What are the payment terms if I am paying fees?

All fees are calculated on the basis of the number of school days in the term and must be paid half-termly in advance.

You can pay directly into the school bank account, or, where available, using the school's online payment system.

We accept childcare vouchers and tax free childcare payments. We do not accept reductions in payments in lieu of third party payments. Any payments received from a third party in lieu of fees will be reimbursed to you when received by the school.

Fees for the 2025 - 2026 academic year are set at:

- **£140.00 per week (£28 per day) for families paying the full-time fees**
- **OPTIONAL £20 per week (£4 per day) for families who have a code for the additional 15 hours (if full time) and wish to collect their child at 15.30 and not 15.00 each day. This is to cover the unfunded lunchtime period.**

Any returned bank payments will incur an administration charge equal to any bank charges.

If an invoice isn't paid by the due date we will add a £2 per day surcharge to cover the extra administration costs.

If you become concerned that you may not be able to make a payment you should make an appointment to see the Headteacher at the earliest opportunity. The school takes a sensitive approach to debt recovery especially where it may cause hardship, and in exceptional circumstances may agree to a repayment plan.

To avoid large debts from building up, if the invoice hasn't been paid five school days after the due date, your child will still be entitled to 15 hours of nursery but they won't be admitted to the nursery for the additional 15 hours until the outstanding fees have been paid.

What if my child is ill?

In line with school policies, children must not attend when they are unwell or suffering from a contagious illness or infection. Please telephone the school office to let us know if your child will be unable to attend Nursery.

In the event of a child becoming unwell whilst at nursery, the parent or carer will be contacted to arrange to take their child home. In the case of an infectious condition, 48 hours must elapse before the child can be readmitted (or longer for certain infectious diseases). In an emergency the nursery staff will call health professionals. A member of staff will accompany the child to hospital until the parent or carer arrives.

Fees will still be charged and no refund will be given if a child is absent from nursery for any reason including illness because the school continues to incur operating costs.

What if there is an unforeseen closure?

In the unlikely event of a closure of the nursery due to extreme weather conditions, flooding, heating failure, or other causes beyond the reasonable control of the nursery, the setting will close. No refund of fees will be made due to continued operational costs for the first five school days because the school continues to incur operating costs. If the closure extends beyond five school days then any additional days of closure will be refunded.

What are the term dates and payment dates for 2025 - 26?

For the 2025 - 26 academic year, the following payments will apply for full time fees, for families without a code:

	First day of half-term	Last day of half-term	Number of days in term	Fees for the term	Payment due date
Autumn 1	08.09.2025 Children will start the term on 08.09.2024 but <u>will have one 30-minute transition appointment in school with their parent(s) / carer(s) on either 3rd, 4th or 5th September.</u>	24.10.2025	35 – 7 weeks	£980	03.09.2025
Autumn 2	03.11.2025	19.12.2025	35 – 7 weeks	£980	02.11.2025
Spring 1	05.01.2026	13.02.2026	30 – 6 weeks	£840	04.01.2026
Spring 2	23.02.2026	27.03.2026	25 – 5 weeks	£700	22.02.2026
Summer 1	13.04.2026	22.05.2026	29 – 5 weeks / 4 days (BH)	£812	12.04.2026
Summer 2	02.06.2026	16.07.2026	33 – 5 weeks / 4 days / 4 days	£924	01.06.2026

For the 2025 - 26 academic year, the following payments will apply for 32.5 hour provision (09.00 - 15.30), for families with a code who request the additional 30 minutes each day:

	First day of half-term	Last day of half-term	Number of days in term	Fees for the term	Payment due date
Autumn 1	08.09.2025 Children will start the term on 08.09.2024 but <u>will have one 30-minute transition appointment in school with their parent(s) / carer(s) on either 3rd, 4th or 5th September.</u>	24.10.2025	35 – 7 weeks	£140	03.09.2025
Autumn 2	03.11.2025	19.12.2025	35 – 7 weeks	£140	02.11.2025
Spring 1	05.01.2026	13.02.2026	30 – 6 weeks	£120	04.01.2026
Spring 2	23.02.2026	27.03.2026	25 – 5 weeks	£100	22.02.2026
Summer 1	13.04.2026	22.05.2026	29 – 5 weeks / 4 days (BH)	£116	12.04.2026
Summer 2	02.06.2026	16.07.2026	33 – 5 weeks / 4 days / 4 days	£132	01.06.2026

Fees will be reviewed each Summer Term with the new fees being applied from the following September. Parents will not pay for a public **Bank Holiday (BH)** that falls during school term time or any other day that there is a planned school closure.

After the child's initial admission to nursery, either party may terminate this agreement by giving half a term's notice in writing. In the event of a parent or carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one half-term's fees in lieu of notice.

We will provide you with details of your child's transition days, as well as information regarding the home visits in the autumn term, when we confirm your child's place in the nursery.

When do I need to provide my code for 30-hours eligibility?

To ensure that your child can receive the additional 15 hours entitlement, you must apply and have their codes validated by the following deadlines:

- 31 August to receive funding in the Autumn Term
- 31 December to receive funding in the Spring Term
- 31 March to receive funding in the Summer Term

If you do qualify, you will need to provide us with your eligibility/funding code and National Insurance Number before these deadlines.

Parents are required to review their eligibility every 3 months. If eligibility ceases, you can choose whether you want your child to attend part-time (either mornings-only or afternoons-only) or if you want to pay top-up fees to keep the full-time place.

What if I am running late?

If you are going to be late collecting a child please contact the school immediately. You will be charged £8 if you are more than 15 minutes late. If the lateness goes beyond an hour you will be charged £8 for each additional 15 minutes.

What about snacks and food?

Morning and afternoon snacks and a drink are provided free of charge to all children. For children staying all day, hot lunches are provided at a charge of £3.00 a day (£15 per week). Lunch is eaten in the nursery classroom, with the nursery staff. It is used as an opportunity to develop many key skills, including fine and gross motor control (cutlery), social communication and also opportunities to try new foods. The school kitchen can cater for a range of dietary needs.

Additionally, a packed lunch may be brought in by nursery pupils who have a coded full-time place. These must adhere to our strict guidelines, which take into account others' food allergies and intolerances.

The price of school lunches is reviewed each year.