



NURSERY ADMISSIONS & PROCEDURES POLICY 2025

It was approved by the governing body:

This policy will be reviewed periodically by the Governing Body

Admissions to Nursery

Oakfield Primary School Nursery can admit a maximum of 26 pupils at each session and is open term time only from 8.45 - 3.15 pm, coinciding with the main school opening periods.

At Oakfield Primary School, we welcome children following their third birthday.

Applications for a Nursery place / admission dates

Parents / carers wishing for their child to attend Oakfield Nursery are asked to express an interest in the first instance via phone call, email or in person. A visit to look around the Nursery environment will be arranged and they will be given an initial interest form to fill out.

Funding

All Nursery aged children are eligible for 15 hours universal free Nursery provision a week. Some children may be eligible for 30 hours funding, providing parents / carers fulfil certain criteria listed below:

- Both parents must be working, or the sole parent is working in a single 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

For more information visit the website: www.childcarechoices.gov.uk

Funding and choice of days and hours:

30 hours

For parents in receipt of a Working Parent Entitlement code (30 hours free) a child can commence their chosen hours upon the validity date of the code and immediately following their third birthday.

Option 1: (30 hours)

Monday - Friday 8:45am-3:15pm

15 hours

If the child is born between:	He/she is eligible for a 15 hours free place from:
1 st April and 31 st August	1 st September following their third birthday
1 st September and 31 st December	1 st January following their third birthday
1 st January and 31 st March	1 st April following their third birthday

At Oakfield Primary the 15 hours funded provision can be taken in the following options; we try to accommodate requests where we have availability.

Option 2: (15 hours)

Monday and Tuesday 8.45am - 3.15pm and Wednesday 8.45am - 11.45am

Option 3: (15 hours)

Wednesday 12.15pm – 3.15pm and Thursday and Friday 8.45am – 3.15pm

Allocation of Nursery Places

We offer Nursery places on a first come, first serve basis. We recommend putting your child's name down as soon as possible. If we have no availability of spaces, we will add you to our waiting list and will contact you as soon as possible.

Staffing Ratios

DfE legislation requires that a qualified teacher should be present during the delivery of the Early Years Education entitlement in LA nursery classes. A staff ratio of 1:13 needs to be in place at all times in LA settings, including lunchtimes when this forms part of the entitlement.

If a qualified teacher is not present:

- 1:8 ratio
- Suitable qualified staff at level three (EYP) must be present

Number of children	Staffing requirements
1-8	1 x level 3 1 x other adult in case of emergencies (Good practice is two staff members)
9-16	1 x level 3 1 x level 2
17-24	1 x level 3 1 x minimum level 2 1 x other adult
25-32	1 x level 3 2 x minimum level 2 1 x other
33-41	1 x level 3 2 x level 2 2 x other

Parent responsibilities / attendance

Parents / carers will be asked to bring their child to a series of stay and play sessions prior to the child starting. This enables children to meet staff and familiarise themselves with the indoor and outdoor environments. These stay and play sessions take place in the weeks prior to universal funding commencing.

Attendance at nursery is monitored by the school office and by the Early Years Sufficiency team. Parents are advised that a poor record of attendance without good cause may lead to withdrawal of funding and their child's place being given to someone else. Parents are advised of the necessity for their child to be brought and collected on time and by a responsible adult over the age of 16 years.