

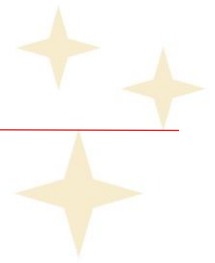


**Maun**  
INFANT & NURSERY

# Nursery Admissions Policy

**Reach for the stars...**

# Policy Overview



Written by	Headteacher
Date for Review	September 2026
Approving Body	ESLT
Signed Chair of Trustees	

## Policy Sections:

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**M** aun, a safe place where we...

**A** spire to succeed;

**U** nderstand & welcome uniqueness;

**N** uture & challenge.

# Introduction

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This document is a statement of the aims and principles at Maun Infant and Nursery School, for ensuring fair admissions to Nursery. It was developed in 2025 and reflects the Local Authority (Nottinghamshire) admission criteria.

Maun Infant and Nursery School has a flexible placement nursery class. Depending on the staffing structure at the time, it can take a maximum of 26 or 39 children in the morning session and 26 or 39 children in the afternoon session. At all times, staffing will be organised according to statutory ratios depending on the actual number of children attending each session.

Parents can apply for a Nursery place at any time. All sessions will be subject to availability.

Children can stay in Nursery until the end of the academic year following their 4<sup>th</sup> birthday. Attendance at Maun Nursery does not guarantee a place at Maun Infant and Nursery School. Main school admissions are managed for the school by the Admissions Team at Nottinghamshire County Council and are entirely independent of the Nursery admissions process. A place in nursery cannot be considered as a criterion for admission to the main school.

## Entitlement

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We offer universal funded entitlement for 3 and 4 year olds, as well as the extended entitlement for working families. This is offered for 15 or 30 hours per week during term-time, depending on the eligibility of the child.

### 15 Hour Places – Universal Funded Entitlement

All children are entitled to a free place in an early years educational setting, from the term after their third birthday. This place is for 15 hours each week during term time, to be taken in 3-hour blocks over 5 morning or 5 afternoon sessions. From September 2025, session timings are from 8.45 – 11.45am and from 12.30 – 3.30pm.

### 30 Hour Places – Extended Entitlement

We will also offer additional sessions to working parents of 3 and 4 year olds who meet the eligibility criteria (please see here <https://www.gov.uk/childcare-calculator>) and are approved in accordance with our admissions policy. 30-hour places are offered up to a maximum of 16 or 24, depending on the staffing structure at the time.

It is **very important** that parents who think they are eligible for the 30 hours extended funding, apply using the online checker on the Government website mentioned above. This must be done **the term before their child is due to start Nursery** e.g. those starting in the Autumn Term must apply during the Summer Term. If successful, they will be given an online eligibility code which **must** be given to the school when completing the school's electronic "Nursery Place Request Form (2)". This must be re-checked before the end of every term.

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when an agreed grace period expires. Parents will be allowed to keep the child in their universal entitlement place, even if they cease to be eligible for the extended entitlement.

Children with 30-hour places will be able to stay full-time. This is from 8.45am until 3.30pm each day (33.75 hours in total) at no additional cost to parents. However, where more flexibility is needed (for example if full-time hours are not required), we will do our best to work with parents and carers to accommodate these requirements.

## Admission Schedule

Admissions into Nursery will take place three times a year for as long as places are available. Funding and entitlement are based on a three-term year, with children usually starting in September, January and April.

3 <sup>rd</sup> Birthday Date	Admitted to Nursery
1 <sup>st</sup> January – 31 <sup>st</sup> March	April (Summer term)
1 <sup>st</sup> April – 31 <sup>st</sup> August	September (Autumn term)
1 <sup>st</sup> September – 31 <sup>st</sup> December	January (Spring term)

However, children may be admitted earlier (once their 3<sup>rd</sup> birthday has passed), by prior arrangement and with the authorisation of the Headteacher. This is dependent on agreement that the child is 'school-ready', that early admission is in their best interests and that the existing organisation of staffing will be appropriate.

Parents will be asked if they would prefer morning or afternoon sessions for their 15 Universal Funded Entitlement hours, and every effort will be made to offer the sessions of their choice. Once a child has been admitted, their allocated morning or afternoon sessions will not change except at the shared request and agreement of the school.

For children who were admitted in the January or April, parents will be able to make a request to alter their child's sessions in the summer term, if they will be continuing in nursery in the September. This is because they may not have received their preferred sessions on entry, due to sessions already being full. Sessions allocated in the January and April will be guaranteed for the September, including extended entitlement hours, subject to continued eligibility. Any alteration in sessions will then be allocated according to the admissions oversubscription criteria detailed in this policy.

Parents will be notified that a place is available for their child and the actual starting date, no later than half a term in advance, where they are part of the first wave of offers made. When these offers have been accepted/rejected and there are still places available, a second wave of offers will be made, and so on, until all places have been allocated.

Once a formal Nursery place offer has been made in writing by the school and this has been accepted by the parent through completion of the 'Nursery Pupil Information Form (3)', Stay and Play sessions will be arranged to allow children to meet key members of the nursery staff team. It will be necessary for a member of the school admin team to see the child's birth certificate, in order to confirm date of birth and parental responsibility. Proof of residency will also need to be submitted to the school office, to verify address details given within the initial application.

Prior to a child's start date at Maun Nursery, parents must provide at least two emergency contact numbers and ensure these are kept regularly updated. They must also make arrangements to ensure that children are brought and collected punctually by a responsible person aged at least 16 years of age. Nursery children will not be released to a person aged 15 years or younger.

# Admissions Criteria

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In the event of over-subscription, the following criteria will be applied in priority order, to determine which applications will be granted.

The criteria will be applied first to allocate universal 15-hour places, then again to allocate places for 30-hour extended entitlement places.

1. Looked after and previously looked after children:
  - a. Children who are registered as being in the care of a local authority
  - b. Children who have previously been in the care of a local authority
2. Children with an Education, Health and Care plan which names the school
3. Children who will have a sibling attending the Nursery or main school at the time of admission
4. Children who will have a sibling attending The Forest View Academy at the time of admission
5. Date of birth – places will be allocated in order from oldest to youngest (to allow children to spend at least a full year in nursery before transferring to Reception wherever possible)
6. Children wanting to take their full free entitlement at Maun Infant and Nursery School
7. Those children who do not meet any of the above criteria

Where any category is oversubscribed, priority will be given to those who live closest to the school, as calculated on the Geographical Information System used by the Nottinghamshire Admissions Team.

## Fee Paying Sessions

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Maun Infant and Nursery School allows parents of children with universal 15-hour places, to pay for extra nursery provision, beyond their funded entitlement. Such requests will only be considered once all applications for funded early years entitlement have been processed. Additional hours will be made visible as they become available on Arbor, and can be booked in 3.75-hour blocks per day (8.45am – 12.30pm or 11.45am – 3.30pm), with booking and payment in advance. All additional hours must be booked and paid for on Arbor, by the Monday of the week before the paid session.

## Withdrawal of Places

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Places in our nursery may be withdrawn in the following circumstances:

- There is a poor record of attendance or persistent lateness
- There is non-payment of any fees due and there is increasing debt. This may lead to the place being suspended until the required payments have been made.
- Where parents are no longer entitled to 30 hours free provision because their eligibility has changed. In such cases, the place will return to the universal entitlement level when an agreed grace period expires. Parents will be allowed to keep the child in their universal entitlement place, even if they cease to be eligible for the extended entitlement.


# Complaints

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Any complaint about the operation of this admissions policy, for example, in the case of a particular child who has been refused admission, should be directed to the Headteacher in the first instance, and then to the Executive Leadership Team.

There is no statutory right of appeal.

# Appendix 1 – Charging and Remissions for Nursery



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## For 15-hour Universal Entitlement Places

- Five morning or afternoon sessions of 3-hour blocks per week, will be counted as the funded sessions.
- Additional sessions will be charged at a cost of £15 per daily block of 3.75 hours (either 8.45am – 12.30pm or 11.45am – 3.30pm).
- Additional sessions must be booked and paid for on Arbor, by the Monday of the week before the session takes place
- Whilst the lunchtime period is included in the cost, a hot school dinner is not. Children should either bring a healthy packed lunch, or parents may book and pay for a hot school dinner at the same time they book the session on Arbor. The cost of a school dinner is additional to the cost of the session
- Once additional sessions are booked and paid for, days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Headteacher.

## For 30-hour Extended Entitlement Places

- Five full days of 6.75-hours (8.45am – 3.30pm, totalling 33.75 hours) will be counted as the funded sessions.
- Hot school dinners for any child staying over the lunchtime period, are charged at an extra cost. These can be ordered and paid for in advance on Arbor. Alternatively, children are welcome to bring a healthy packed lunch from home instead

## Points to Note

- Receipts for all payments made, will be available on Arbor.
  - If a parent fails to pay for additional hours in advance, the school has a right to refuse these.
  - Where there is non-payment of any fees due and there is increasing debt, this may lead to a child's place being suspended until the required payments have been made.
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