

Bentfield Primary School Nursery Admissions Policy

Policy Aims

- To have a fair and consistent process for allocating places.
- To ensure all applicants are equally valued and considered, and that families are able to express both their and their children's needs at the time of application.

Application Process

Bentfield Nursery accepts children in the term that they turn three years old and onwards. Parents/carers are welcome to apply for a place at Bentfield Nursery at any point in the year. We also have up to five afternoon spaces available for those families that are entitled to funding for two year olds.

Parents or carers who wish to complete an application, or simply find out more information, can find everything they need in the nursery section of our school website.

<https://www.bentfieldprimaryschool.co.uk/topic/nursery>

This includes an application form with key information, as well as nursery timings and fees.

Government funding

Bentfield Nursery offers free early years provision for three and four year olds through the government funded 15 and 30 hours schemes, as well as funding for two year olds for those families eligible. These can be applied for at: <http://www.childcarechoices.gov.uk>

A funding form will need to be filled out each year to verify your child's attendance at our Nursery. If you are entitled to 30 hours funding you will need to provide a code on this form to show your child is eligible. This code will be provided after an application has been made via the government website. You must keep up to date with your entitlement for 30 hours funding – if you do not meet the deadlines set by HMRC to reapply for this you may lose your 30 hours funding and will be charged for hours at the Nursery when your child attends.

The date you can claim for a government funded place depends on when your child's birthday is:

- Children born between the 1st of April and the 31st of August will be eligible to a government funded place the beginning of the term on or after the 1st of September.
- Children born between the 1st of September and the 31st of December will be eligible to a government funded place the beginning of the term on or after the 1st of January.
- Children born between the 1st of January and the 31st of March will be eligible to a government funded place the beginning of the term on or after the 1st of April.

It is not possible to roll over any unused government funded session to subsequent days or weeks.

Nursery sessions and timings

There are 26 full time equivalent places in the nursery (though as we are a school with an enhanced provision, two of these places are reserved for children who have a high level of Special Educational Needs). We offer:

- Full time places: Monday to Friday, 8:45am to 3:15pm
- Morning sessions: Monday to Friday, 8:45am to 11:45am
- Afternoon sessions: Monday to Friday, 12:15pm to 3:15pm
- Lunch time sessions: Monday to Friday, 11:45am to 12:15pm (this is not covered by any government funding and is chargeable at a cost of £2.80 per day). From September 2025 parents can opt out of this charge and collect their child at 2.45pm instead of 3.15pm.

Parents who would like a part time place are asked to state a preference for morning or afternoon sessions, however as our nursery has children aged from two to four years of age we prefer to organise the allocation of places for the children with their peers. Where possible, our two and three year olds will be offered afternoon sessions, and our four year olds will be offered morning sessions. It may not always be possible to fulfil all parents' requests for the timing of sessions. Those children who will be attending for 30 hours will be with both age groups across the day.

Parents will be asked to provide their child's birth certificate (we will not take a copy of this) and proof of address. Once a formal place has been offered parents will need to accept this offer in writing (this can be via email).

Nursery Costs

For parents requesting a place the term before their child turns three, if two year government funded places are full or they are not eligible for the year's funding, parents are able to request and pay for morning or afternoon sessions, dependent on availability.

If you are eligible for 15 hours government funding and would like your child to attend additional sessions, these can be requested and will be offered if available. Any additional sessions and lunch times are chargeable at our current rates (unless you have chosen to opt out of the lunch time session).

Any additional morning or afternoon sessions are charged at £20.10 a session. There is also a charge of £2.80 a day for the lunch period (11:45 am to 12:15pm), unless parents have chosen to opt out and are collecting their child at 2.45pm. Pupils can bring a packed lunch to school or purchase a school lunch for £2.75.

Before starting Nursery

A visit to the setting will be carried out prior to a child taking up their place. Nursery tours are also available each term and can be booked on the school website.

The school aims to have termly admissions to minimise disruption and to support induction arrangements (however, if spaces are available, children may be admitted at any point during the term at our school's discretion).

Places will be offered in accordance with the following order of priority:

1. Looked after children
2. Siblings of children already attending the school
3. Children of staff members who have been working at the school for at least two years

4. Children for whom it is their nearest school
5. By date of application

If parents/carers decide to move their child out of our nursery mid-term, the funding will remain with Bentfield Nursery until the end of that term and cannot be transferred to another setting. This may affect the transfer of the child to a new nursery.

Please note that nursery education is a non-statutory provision and that admissions to our school nursery does not guarantee admission to the reception class at Bentfield Primary School.

Applications for a place in reception class must be made directly with Essex County Council and be submitted before the deadline.

Information for this can be found at: <https://www.essex.gov.uk/apply-for-a-primary-school-place>