



**Selston C of E Infant and Nursery School**

# **Nursery Admissions Policy**

*"Opening Hearts and Minds through the Grace  
and Love of God"*

<b>Policy:</b>	Nursery Admissions
<b>Approved by:</b>	LGB
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1	Feb 26	JR – Executive Head	Initial version.

# **SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL**

## **MISSION STATEMENT**

### ***Opening Hearts and Minds through the Grace and Love of God***

At Selston C of E Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

## Nursery Admissions Policy

**Contact:** School Office – (01773) 780131 | [nursery@selston.snmat.org.uk](mailto:nursery@selston.snmat.org.uk)

### Introduction

This policy explains how the Nursery admissions process works for Selston Church of England Nursery.

We are committed to providing a fair and transparent admissions system where every application is considered objectively. Our aim is to offer flexible care and education that supports all parents/carers, including those who are working or seeking employment. We are dedicated to ensuring equality of opportunity for all families. Please refer to our Equality Policy, available on the school website. If you need further assistance or clarification regarding any part of this policy, please contact our school office on (01773) 780131.

### Eligibility for a Nursery Place

Our Nursery accepts children from their second birthday. Children can attend Nursery until the end of the academic year following their fourth birthday. Please note: Attendance at Selston Nursery does not guarantee a place at Selston Church of England Infant and Nursery School. Parents/carers must apply separately for a school place through the Nottinghamshire County Council admissions system: <https://www.nottinghamshire.gov.uk/education/school-admissions>

### Funded Hours and Entitlements

We offer places for children eligible for universal government-funded hours of up to 30 hours per week. For details on funding, visit: <https://www.nottinghamshire.gov.uk/care/early-years-and-childcare/help-with-childcare-costs>

If you believe your child qualifies for the Working Families Childcare, you must apply using the online checker on the Government website or visit the Best Start in Life website.

You can start using your funded hours from the term after your child reaches the eligible age. The eligible age for the working parent entitlement is 9 months, but please note that we can only accept funded children into our Nursery **the term after they are 2 years old.**

The table below outlines when you can claim your funded hours.

<b>If your child's birthday is between the following dates:</b>	<b>They will be able to attend Nursery:</b>
<b>1 January to 31 March</b>	Term starting on or after 1 April
<b>1 April to 31 August</b>	Term starting on or after 1 September
<b>1 September to 31 December</b>	Term starting on or after 1 January

The below table gives details of when you must apply for your funding code:

<b>If you would like to use your entitlements in:</b>	<b>The deadline to apply for a code is:</b>
1 January / Spring Term	31 December
1 April / Summer Term	31 March
1 September / Autumn Term	31 August

If your application for funded hours is successful, you will be given an online eligibility code which must be given to the Nursery before your child can be enrolled. For Working Families, you must check and renew this code the month before it expires (Better Start in Life will contact you by e-mail to let you know when renewal is due, usually every 3 months). Once the funded hours have been agreed for that term, a change can only be made if the sessions are privately paid for. If you do not qualify for the Working Families entitlement, you can apply for additional hours, but these will have to be privately paid for.

Families receiving certain additional forms of financial support will not be required to renew their code for funded 2-year-old places.

### **Pupil Admission Numbers**

In each session (morning and afternoon) we can admit a maximum of:

- **Autumn Term** – 42 children (two, three and four years)
- **Spring Term** – 48 children (two, three and four years)
- **Summer Term** – 54 children (two, three and four years)

### **Register an Interest**

You can phone or e-mail Selston Nursery ([nursery@selston.snmat.org.uk](mailto:nursery@selston.snmat.org.uk) / 01773 780131) and the Nursery team will contact you within 48 hours to arrange a

telephone consultation to discuss your child's needs. This can be done any time after your child is born.

## **The Offer of Places**

Offers are made after a thorough review of cohort sizes and staffing ratios. While you are welcome to express a preference for sessions, we may not always be able to accommodate these requests due to operational needs. The Nursery assesses each application as it is made. Current and future confirmed bookings will determine whether a place/ specific session can be offered.

Once the place has been offered, Nursery staff will:

- check the child's birth certificate;
- carry out a home visit to gain relevant information about the child and family and complete a 'Getting to know me' form;
- give parents/carers a Nursery welcome pack and additional information;
- complete an EYPP eligibility check;
- plan a series of transition visits.

As part of our transition process, you will be asked to:

- complete a Nursery contract;
- complete a NCC Parent Declaration form;
- complete the relevant admissions forms;
- complete the EYPP form if eligible;
- download and access any applicable Nursery Apps for further communication and payments – i.e. Seesaw, SCOPAY.

## **Waiting List**

If the sessions are full, your child's name will be added to the waiting list, and a member of the Nursery team will contact you as soon as a place becomes available.

## **Session Times and Wraparound Provision**

Our nursery sessions run Monday to Friday at the following times:

- **Morning:** 8:30 am – 11:30 am
- **Afternoon:** 12:15 pm – 3:15 pm
- **Whole Day:** 8:30 am – 3:15 pm (with 45 minutes of wraparound care)

Children can access our wraparound care either by using their funded hours or by paying an additional daily charge. Please speak to the Nursery Lead to discuss all available options. Please note, additional charges are not mandatory or a condition of accessing a funded place. Wraparound care options are available to support the provision of the funded childcare sessions. Please ask the school for prices and timings of these additional options, which are in place to support parents/carers during their working hours. Current prices are also available on our website.

As a school, the timings of our sessions are dependent upon the staff available and are also linked to the overall timing and structure of the school day. There is a break over the lunch period when additional support staff are employed to supervise children, whilst teachers and teaching assistants have a break before leading the afternoon session. The wraparound care charge goes towards the provision of the additional support staff who supervise during this period.

Unfortunately, the ongoing viability of our Nursery and the funding model adopted means we are unable to employ suitably qualified staff to offer a continuous 6  $\frac{3}{4}$  - hour session.

As a school, we do not seek to make a profit from any additional services offered but balance our books on a yearly basis.

We can offer a nutritious hot meal each day for an additional charge. If your child is attending for the full-day session, this can be booked on the day. Meal prices are set by the Catering Company. If you prefer, your child is welcome to bring a packed lunch instead.

Recent advice from the Environmental Health Department recommends that packed lunches are brought into Nursery in insulated bags with an icepack. If this is not possible, you are advised to send low-risk foods in your child's lunchbox (avoiding high-risk foods such as ham, chicken etc.). Further information can be found here: [What Is The Difference Between High and Low Risk Foods? | HSE Docs](#)

## **Changes to Sessions**

We require half a term's notice in writing for any changes to your child's allocated sessions, and we will accommodate these if we are able to. We reserve the right to reallocate a place after four weeks of non-attendance, unless exceptional circumstances have been agreed in advance with the Headteacher.

## **Privately Paid Hours**

If you do not qualify for the 30-hour extended entitlement, you may apply to purchase additional sessions in 3-hour blocks, subject to availability.

## **Two or More Providers**

If you choose to split your funded hours between two providers, the first 15 hours of your child's universal entitlement must be allocated to us.

## **Payments**

If additional privately paid sessions are available, we follow the Southwell and Nottingham Multi Academy Trust systems for processing payments. Invoices are issued one month in advance, and payments must be made within 14 days. If

payment is not received within 14 days, we may be unable to offer additional sessions until the balance is cleared.

Your signed contract specifies the sessions that are payable. If you require any extra sessions beyond those listed in your contract, please speak to a member of the Nursery team. We will review your request and provide a decision within seven days.

If your child arrives late or does not attend a booked session, the full fee will still apply. Refunds are not available for wraparound charges or additional privately paid sessions if your child is absent due to illness or holiday. Refunds are only considered in exceptional circumstances, such as a child being seriously ill or requiring a planned hospital stay. These will be assessed on a case-by-case basis and authorised by the Headteacher.

If you are finding it difficult to pay your Nursery fees, please speak to a member of our Nursery staff team. We will always work with you to help you manage your payments.

Our current online payment system is SCOPAY (Tucasi). An account will be created for you when your child is enrolled in our Nursery, and you will receive an email with instructions to activate your account.