

# Sandown Primary School and Nursery

## Nursery Admissions Policy



Policy Contact Person	Headteacher
Review Frequency	Annual
Signed by Approver	
Date Agreed/Signed	July 2026
Next Review Date	July 2027
Signed original stored in Business Manager's Office	

## **Nursery Admissions Policy**

### **1. Introduction**

This policy outlines the criteria and procedures for the admission of children to Sandown Nursery. Our aim is to provide a fair and transparent process that ensures equal access and opportunity for all families.

### **2. Age of Admission**

Children are eligible to be admitted to the nursery from the age of 24 months.

### **3. Admission Criteria**

If the number of applications exceeds the number of available places, priority will be given in the following order:

1. **Children in Local Authority Care** (Looked After Children).
2. **Children with Health and Care (EHC) Plan.**
3. **Siblings** of children already attending the school or nursery.
4. **Proximity to Nursery**
  - Measured as the shortest walking distance from home to nursery.
5. **Date of Application** (if applicable, when all other criteria are equal).

### **4. Application Procedure**

- Applications are accepted throughout the year. The nursery aims to place children at the beginning of each funding return three times per year – September, January and April and, where possible, parental preference.
- Forms can be obtained from [nursery office/school office/website].
- Supporting documents (e.g., birth certificate, proof of address) must be submitted.

### **5. Session Allocation**

- Morning or afternoon sessions will be allocated based on availability and, where possible, parental preference.
- Full-day sessions may be offered based on eligibility and space.

### **6. Funding and Fees**

- Sandown nursery currently charge an hourly rate of £6.00. There will be an annual price review of the pricing structure on the 1<sup>st</sup> January each year although any increase may be deferred to a later date. At least one month's written notice will be given for any planned fee increase.
- There will be an additional charge of half the hourly rate between 2.45 and 3.15 on a full day session if you are already in receipt of your full funded hours. Parents will be given to option to opt out of this additional charge by selecting the option to finish at 2.45 when

completing and signing their child's nursery contract prior to their child starting at the setting.

- Sandown Nursery offer funded spaces for those children who are eligible for 15 hours (Disadvantaged 2-Year-Olds), 30 hours (2-year-olds of eligible working parents) and universally funded (3- and 4-year-olds), 30 hours (Eligible 3–4-Year-olds of working parents).
- Families of 2, 3- and 4-year-olds accessing the 30 hours funded childcare must re-confirm their working status and financial circumstances every three months by login into their personal Government gateway account.

## **7. Waiting List**

- A waiting list will be maintained in accordance with the above admission criteria.
- Parents will be notified as soon as a place becomes available.

## **8. Appeals Process**

- Parents/carers who are not offered a place can submit a written appeal to the nursery manager/headteacher.
- Appeals will be reviewed and responded to within 5 school days.

## **9. Equal Opportunities**

We are committed to promoting equal opportunities and will not discriminate on the basis of race, gender, disability, religion, or background