



Ashbourne Primary School

Nursery admission policy

Policy written by: Heather Davis

Ratified by: Governors

Date of ratification: Autumn 2026

How often should this policy be reviewed: annually

Date of next review: Autumn 2027

Signature: _____ Chair of Governors

Signature: _____ Headteacher

1. Introduction

Ashbourne Primary School is committed to providing high-quality, inclusive early education and childcare. The school aims to offer nursery provision to as many children as possible, subject to the availability of places, staffing, the needs of children and the operational arrangements of the Nursery.

Admission to the Nursery is separate from admission to Reception at Ashbourne Primary School. A child attending the Nursery does not have priority for, or an automatic right to, a Reception place at the school. Applications for Reception must be made separately in accordance with Derbyshire County Council's school admission arrangements.

2. Early Years Funded Entitlements

All 3- and 4-year-old children are entitled to up to 15 hours of funded early education and childcare per week for 38 weeks of the year, from the term following their third birthday. This is known as the universal entitlement.

Eligible working parents may access up to 30 hours of funded childcare per week for 38 weeks of the year from the term after their child reaches the relevant age. For eligible 3- and 4-year-olds, this comprises their universal 15-hour entitlement together with an additional 15 hours of working parent entitlement.

Eligibility for the working parent entitlement is determined through the Government's childcare service. Parents and carers are responsible for applying for the entitlement, obtaining an eligibility code and reconfirming their eligibility when required. The school must be provided with a valid eligibility code in sufficient time for it to be checked and validated before funded provision begins.

Eligibility for government-funded childcare does not guarantee that the school will be able to offer all, or any particular pattern, of the funded hours requested. Places and session patterns are subject to availability and the Nursery's staffing and operational arrangements.

Parents and carers may access their funded entitlement through more than one eligible provider, subject to the applicable funding rules. Where a child's entitlement is split between providers, the school will work with parents and, where appropriate, the other provider to support continuity of care, learning and development.

3. Delivery of Funded Hours and Charges

Funded entitlement hours are provided free of charge.

The school will make clear to parents and carers which hours form part of a child's funded entitlement and which, if any, are additional paid hours.

Where the Nursery offers additional childcare outside a child's funded entitlement, the school may charge for those additional hours.

Charges may also be made for optional extras where permitted by statutory guidance and Derbyshire County Council's Early Years Provider Agreement. These may include, where applicable, meals, snacks, consumables, trips or optional additional activities.

Parents and carers will not be required to purchase additional hours, meals, consumables or optional services as a condition of accessing their child's funded entitlement.

Information about any charges will be made clear to parents and carers.

4. Nursery Places

The Governing Body aims to provide nursery education for as many children as reasonably possible. However, eligibility for government-funded early years provision does not create an entitlement to a place at Ashbourne Primary School Nursery, and the school cannot guarantee that a place will be available for every applicant.

The number and pattern of sessions offered may be reviewed in response to demand, staffing, available accommodation and the needs of the Nursery.

5. Applying for a Nursery Place

Parents and carers wishing their child to attend Ashbourne Primary School Nursery should contact the school and complete a Nursery application form.

Applications can be requested by contacting:

Email: nursery@ashbourneprimary.derbyshire.sch.uk

Parents and carers are responsible for providing accurate and up-to-date information when applying.

The school will maintain a waiting list where there are more applications than available places. Being placed on the waiting list does not guarantee that a Nursery place will subsequently become available.

Where circumstances relevant to an application change, such as the child's home address or sibling circumstances, parents and carers should notify the school promptly.

6. Allocation of Places

Where there are sufficient places to accommodate all applicants, places will be offered to eligible applicants.

Where there are more applications than places available, applications will be prioritised using the following oversubscription criteria, in order:

1. Children in Care and previously Children in Care

Children who are looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

This priority also includes children who appear to the school to have been in state care outside England and who ceased to be in state care as a result of being adopted.

2. Children living within the school's normal area with a sibling at the school

Children living in the normal area served by the school at the relevant time who have a brother or sister attending the school at the relevant time.

3. Other children living within the school's normal area

Children living in the normal area served by the school, including children whose home address is within another local authority area but falls within the school's normal area.

4. Children living outside the normal area with a sibling at the school

Children who do not live within the school's normal area but who have a brother or sister attending the school at the relevant time.

5. Other children

All other children whose parents or carers have requested a Nursery place.

7. Universal and Working Parent Entitlement Places

The school will seek to ensure fair access to Nursery provision and will have regard to its responsibilities in relation to the early years funded entitlements.

Where demand exceeds the Nursery's capacity, priority will be given to securing access to the universal entitlement for 3- and 4-year-olds before allocating additional hours above the universal entitlement, subject to the school's organisation of provision and the individual circumstances of applicants.

Eligibility for the working parent entitlement does not in itself give a child priority over another child under the Nursery's published oversubscription criteria.

8. Starting Nursery

When a place is offered, parents and carers will be informed of the proposed start date, sessions available and any information required before the child begins attending.

The school may operate transition arrangements to support children starting Nursery. These will be discussed with parents and carers and will take account of individual children's needs.

Where appropriate, the school will work with families and other early years providers to support a child's transition into the Nursery.

9. Special Educational Needs, Disabilities and Inclusion

Ashbourne Primary School is committed to equality of opportunity and inclusive early years provision.

Applications will be considered fairly and without unlawful discrimination. The school will have particular regard to the needs of disadvantaged and vulnerable children, Children in Care and previously Children in Care, and children with special educational needs and/or disabilities (SEND).

The school will work with parents and carers, Derbyshire County Council and relevant professionals to identify and support children's individual needs and to make reasonable adjustments where required.

10. Attendance and Continued Use of a Nursery Place

Parents and carers accepting a Nursery place are expected to ensure that their child attends regularly in accordance with the agreed sessions.

Parents should notify the school of absences in accordance with the Nursery's attendance procedures.

Where a child has prolonged or unexplained absence, the school will contact the family and consider the circumstances before deciding whether any further action is necessary.

Where a family no longer requires a Nursery place, parents and carers should notify the school as soon as possible so that the place may be offered to another child.

Any decisions concerning funded hours will also be subject to Derbyshire County Council's current early years funding requirements.

11. Nursery Admissions and Reception Admissions

Admission to Nursery and admission to Reception are separate processes.

Attendance at Ashbourne Primary School Nursery does not guarantee admission to Reception at Ashbourne Primary School and does not, by itself, give a child priority for a Reception place.

Parents and carers must make a separate application for Reception through the appropriate school admissions process.

The Published Admission Number for the Primary School is 45. This number relates to statutory school admission and is separate from the number of Nursery places available.

12. Refusal of a Nursery Place

Where the school is unable to offer a Nursery place, parents and carers will be informed.

The statutory school admission and admission appeal arrangements applying to compulsory school-age provision do not apply in the same way to admission to a nursery class. There is therefore no statutory right of appeal to an independent school admission appeal panel against a decision not to offer a Nursery place.

Parents and carers who believe this policy has not been applied correctly may raise the matter with the Headteacher in the first instance and may use the school's complaints procedure where appropriate.

13. Funded Provision at More Than One Provider

Parents and carers may choose to access funded early years provision through more than one eligible provider, subject to government and local authority funding requirements.

Parents and carers must provide accurate information about any funded hours being claimed with another provider. The school will work with parents, other providers and Derbyshire County Council as necessary to ensure that funding is claimed appropriately.

Where a child attends more than one setting, providers should work together, where appropriate and with due regard to information-sharing requirements, to support continuity in the child's learning, development and wellbeing.

14. Eligibility Codes

Where parents and carers wish to access the working parent entitlement, they are responsible for obtaining a valid eligibility code through the Government's childcare service.

The code must be supplied to the school so that eligibility can be validated in accordance with Derbyshire County Council's requirements.

Parents and carers are responsible for reconfirming their eligibility when required through their childcare account. Failure to reconfirm may affect continued eligibility for the working parent entitlement.

The school will apply any applicable government and local authority arrangements relating to grace periods where a family's eligibility changes.

15. Termly Eligibility

Funded early years entitlements normally commence from the beginning of the relevant funding period following the date on which the child reaches the qualifying age and, where applicable, the parent or carer has established eligibility.

For the purposes of this policy, the academic year is divided broadly into:

- **Autumn:** September to December
- **Spring:** January to March
- **Summer:** April to August

Actual eligibility dates, funding periods and deadlines will be determined in accordance with current government requirements and Derbyshire County Council's Early Years Provider Agreement and funding calendar.

16. Data Protection and Information Sharing

Information provided as part of a Nursery application or funding claim will be handled in accordance with the school's data protection policies and applicable data protection legislation.

Information may be shared with Derbyshire County Council, the Department for Education, HM Revenue and Customs or other authorised bodies where necessary for the administration, validation or audit of funded early years provision, or where otherwise required or permitted by law.

17. Monitoring and Review

The practical application and effectiveness of this policy will be monitored by the EYFS Leader and Headteacher and overseen by the Governing Body.

The policy will be reviewed annually, or earlier where there are changes to legislation, statutory guidance, Derbyshire County Council requirements or the school's Nursery provision.