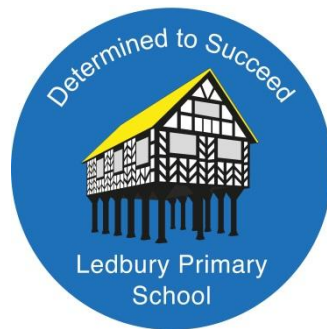


Ledbury Primary School Nursery



Nursery Admissions Policy September 2026

Policy Review date: May 2027

LITTLE WRENS & LITTLE SPARROWS NURSERY AT LEDBURY PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

ABOUT LITTLE WRENS & LITTLE SPARROWS NURSERY

Little Wrens & Little Sparrows Nursery is a Local Authority maintained Nursery. We provide care and education for up to 36 children aged 2-4 years per session. There are 10 sessions per week, 5 mornings and 5 afternoons.

Little Wrens & Little Sparrows Nursery is an inclusive setting which welcomes children from all backgrounds within the Ledbury community and beyond. Children and families do not have to live or work in or near Ledbury to apply for a place at Little Wrens & Little Sparrows Nursery. Little Wrens & Little Sparrows Nursery widely advertise places in order to reach as many members of the community as possible, to ensure that no individual or group is denied the opportunity to use our setting.

Little Wrens & Little Sparrows Nursery welcomes visits from families at any time and we also run formal open days throughout the year. Such events are advertised on our school website, social media, on our school newsletter and more widely through notices in public places. Ledbury Primary School has a multi-lingual trained interpreter on the staff who can support families with limited or no English to access these events and help them to apply for places. We can translate documents if required.

As part of Ledbury Primary School, Little Wrens & Little Sparrows Nursery practice is based on the school's Equality Policy and Inclusion Policy which requires us to make necessary adaptations to our environment and practice to ensure that any child or family can be part of our school community whatever their gender, race, religious beliefs, sexual orientation, age, attainment or disability. We will welcome and respect any adult or child who visits or uses our setting. In addition to this, we will challenge any other member of our school community, including any parent, who does not adhere to our Equality and Inclusion policies.

Admission to the Nursery is separate from admission to the school. Consequently:

1. There is no guarantee that a child in Nursery will have a place in the reception class of the school, though that is nearly always possible.
2. The school cannot insist that nursery children remain at the school beyond the age of 5, though most choose to do so.

APPLICATIONS

Little Wrens & Little Sparrows Nursery operate an open and fair admissions procedure. Families can apply for a place for their child at any time in the school year and parents are encouraged to do so at an early stage. Initial interest can be registered by completing a simple form detailing when you would like your child to start nursery and the days and sessions you would like to attend.

All applications will be confirmed by email and your child will be added to our waiting list until your preferred start date and/or a place becomes available. We cannot hold spaces for more than half a term.

Admission Start Dates

New admissions will normally only be accepted at the start of each term (September, January, and April). This allows us to ensure a smooth settling-in process for children and maintain continuity in our learning environment.

Exceptional circumstances: In exceptional circumstances, the Headteacher may grant permission for a child to start mid-term. Examples of exceptional circumstances may include:

- A family relocating to the area for urgent work or family reasons
- A child moving from another early years setting that has closed unexpectedly
- Safeguarding concerns requiring an immediate placement
- Other significant circumstances affecting the child's welfare

Parents wishing to request a mid-term start must submit their request in writing to the Headteacher, explaining the exceptional circumstances. The Headteacher will consider each request on a case-by-case basis and notify parents of the decision in writing within 10 school days.

Admission Priority

Nursery admissions are planned well in advance and in most cases children will be offered a place in the half term before the intended start date. Applications will be held on file and the date of application will be used when offering places. Places are offered in the following order of priority:

1. **Looked After Children** (children in the care of a local authority)
2. **Previously Looked After Children** (children who were looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order)
3. **Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)**
4. **Children who have a sibling** at Little Wrens & Little Sparrows Nursery or Ledbury Primary School and who have applied for the same sessions as that sibling
5. **Children on the waiting list who do not fall into the above categories.** These children will be admitted on a first come first served basis, based on the date of application

If a family accepts the sessions offered, their child's details will be entered onto the school's database and their name will appear on Little Wrens & Little Sparrows Nursery registers. If the family declines the offer, the sessions will be offered to the next family on the waiting list in the order of priority stated above.

There is no charge to be placed on the waiting list, nor is there a registration fee.

Application Process

Applications are dealt with by the school administration team and should not be directed to Little Wrens & Little Sparrows Nursery staff. Any verbal requests must be directed to the school office and followed up in writing. All requests must be submitted on the school's application form which is available from the school office or website. The school administration team will be happy to provide advice and help in filling in any of the required forms. Relevant documentation to support high priority applications will be requested by the school.

No child can begin attending Little Wrens & Little Sparrows Nursery until:

- The school office has received a completed registration form
- An original birth certificate has been seen
- Self-funding families have signed a contract with the school
- Families receiving government funding for 2 year olds or extended entitlement (30 hours) have provided their relevant funding code
- Families receiving government funding have completed the funding form which includes providing the date of birth and national insurance number for both parents.

Parents are required to make sure eligibility codes are updated as required and remain valid. Parents must inform the school office of any change to their eligibility.

SESSIONS AND FUNDING

Little Wrens & Little Sparrows Nursery operates during school term time only and these dates are published on the Ledbury Primary School website. There are ten sessions available per week, two sessions per day. The session times are as follows:

- Session 1: 9:00am – 12:00pm (morning)
- Session 2: 12:00pm – 3:00pm (afternoon)

WRAPAROUND CARE

In addition to the above sessions, Little Wrens & Little Sparrows Nursery also offers a limited number of wraparound care spaces in the following sessions:

- Breakfast Club: 7:30am – 9:00am
- Early Starters Club: 8:30am – 9:00am
- After School Club: 3:00pm – 6:00pm

Bookings for wraparound care must be made and paid for half termly in advance. Priority is given to children already using the facility. Booking reminders will be sent out from the school office. Funded hours may be used for wraparound care if a parent is using less than their entitlement on regular nursery sessions.

FUNDING ENTITLEMENTS

Universal Entitlement (15 hours)

Every child is entitled to 15 hours free early education funding from the term after they turn 3 years old. This entitlement:

- Can be spread across the week (up to 5 sessions)
- Can be taken as 5 mornings, 5 afternoons, or a mixture of both
- Can be shared with more than one nursery provider (parents must sign a parent declaration stating when and where children are receiving their entitlement)

Any extra hours, over and above the 15 hours per week entitlement, will be charged for.

Working Family Entitlement (30 hours funding)

Working parents may be entitled to 30 hours of funded childcare per week from when their child is 9 months old.

Eligibility criteria:

To qualify for 30 hours funding, you and your partner (if you have one) must each expect to earn at least the following amounts over the next 3 months:

Your age	Yearly	3 months	Weekly
21 and over	£10,158	£2,539	£195
18 to 20	£8,320	£2,080	£160
Under 18 or an apprentice	£6,281	£1,570	£120

These amounts are equivalent to working 16 hours per week at the National Minimum Wage or Living Wage for your age.

Additional eligibility rules:

- You can earn up to £100,000 adjusted net income per year and remain eligible
- If you or your partner have an expected adjusted net income over £100,000 in the current tax year, you will not be eligible
- If you're self-employed and started your business less than 12 months ago, you can earn less and still be eligible
- If you have more than one job, you can use your total earnings to meet the threshold

Income that does NOT count towards eligibility:

- Dividends
- Interest
- Income from property investment
- Pension payments

Applying for 30 hours funding:

Eligibility is determined by HMRC through an online application via the Government's Childcare Choices website (www.childcarechoices.gov.uk). Parents must:

- Apply online and receive an eligibility code
- Provide this code to the school office before accessing the additional hours
- Reconfirm their eligibility every 3 months through the online portal

Grace period: If you lose eligibility for 30 hours funding, you will receive a "grace period" during which you can continue to access the additional hours for a short time. Once the grace period has ended, you may revert to the universal 15 hour entitlement if your child is over 3 years old or lose your entitlement entirely.

2 Year Old Additional Support Nursery Education Funding

At Little Wrens & Little Sparrows Nursery we offer places for eligible 2 year olds receiving 15 hours government funding.

Your 2 year old can access free early education if you live in England and receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax (not including benefit payments)
- The guaranteed element of Pension Credit
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Child Tax Credit, with an annual household income of no more than £16,190 before tax

Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also access funded childcare if they:

- Are looked after by a local authority
- Have an Education, Health and Care (EHC) plan
- Receive Disability Living Allowance
- Have left care under an adoption order, special guardianship order or a child arrangements order

No income thresholds apply for these categories.

Applying for 2 year old funding:

Parents should apply through Herefordshire Council's early years team or via the Childcare Choices website. You will need to provide your eligibility code to the school office before your child can access their funded place.

CHARGES

The Governors of Ledbury Primary School agree the charges for sessions at Little Wrens & Little Sparrows Nursery. Session charges are reviewed annually and published on the website.

The school reserves the right to make a late collection charge of £5.00 per 15 minutes for any children collected late.

Early Years Pupil Premium (EYPP): Children receiving EYPP will be exempt from the 30 minute Early Starters Club charge. Applications for EYPP are included in the registration pack.

Absence and holidays: Parents will be charged for all booked sessions, even if a child is absent for any reason, including sickness and holidays. This ensures we can maintain staffing levels and hold your child's place.

Priority for paid places: Priority for paid places will be given to children already attending for the free entitlement.

Payment arrangements:

- Parents will receive a contract for paid sessions
- Bookings must be made half termly in advance
- Invoices for payment of additional sessions will be issued in advance and payment will be due immediately
- Arrangements to make staggered monthly payments can be made for parents who prefer this option
- Failure to pay invoices will result in the child's additional sessions being withdrawn

UNAVOIDABLE CLOSURE

In the event of an unavoidable closure (such as severe weather, building issues, or other emergencies), Ledbury Primary School's closure policy will apply. Parents will not be charged for sessions that cannot take place due to unavoidable closure.