

# Locks Heath Infant & Nursery School

## Nursery Admissions Policy (2025/2026)



Reviewed: Spring 2 2025

Next Review: Spring 2 2026

**This policy should be read in conjunction with the school's Helpful Information page which can be found on the [Locks Heath Infant & Nursery School](#) website under the Nursery section. Parents and carers must have read and understood the conditions outlined in the Admissions Policy and the Helpful Information page prior to applying for a place.**

#### **Aims:**

It is our intention to make Locks Heath Infant & Nursery School accessible to children and families from all of the local community. We aim to ensure that everyone in our community has access to the setting through open, fair and clearly communicated procedures. We have an equal opportunities policy and are committed to treating all children in our care with equal concern, and make every attempt to meet their specific needs with regards to their religious persuasion, racial origin, cultural and linguistic background, as well as gender and disability.

From September 2025, the provision will be able to accommodate up to a maximum of 21 children.

#### **Opening Times:**

Locks Heath Infant & Nursery School is open Monday to Friday, 9am to 3pm, term time only, 38 weeks a year. The Nursery provision will be closed during INSET days (5 during the academic year), this is due to the ongoing need for training and to ensure staff have the most up to date professional development. These dates are clearly communicated on the Helpful Information page.

Available sessions for booking include morning sessions of 3 hours (9am to 12pm), afternoon sessions of 3 hours (12pm to 3pm), all day sessions of 6 hours (9am to 3pm) and a combination of any of these to meet the needs of our parents and carers. Places will be offered based upon the criteria, terms and conditions set out in this policy, and as per details enclosed in offer letters circulated in the term prior to the child's start date.

#### **Early Education Funding and Entitlement:**

Initially, and from September 2025, the provision will be taking 3 and 4 year olds from both government funded places (15 hours) and extended government places (15 hours) for eligible children. We also offer the facility to take up places where payment is made directly to the school as per the prices set out in this policy. We can also access receipt of Early Years Pupil Premium and Disability Access Funds for eligible children - parents and carers should enquire about this when registering interest or applying for a place at the Nursery.

*The key dates are; (in line with Hampshire County Council term time dates)*

Spring term – 1<sup>st</sup> January

Summer term – 1<sup>st</sup> April

Autumn term – 1<sup>st</sup> September

#### *Funded Places*

Locks Heath Infant and Nursery School offers the following pattern of provision for early education funded places:

- Up to 15 hours per week three and four year old universal funding over 38 weeks (if eligible).
- Plus, (if eligible), an additional 15 hours per week three and four year old extended funding over 38 weeks.

Locks Heath Infant and Nursery School welcomes universal funding for three and four year olds and the extended entitlement (additional 15 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at;

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/paying-for-childcare/early-years-funding>

### *Working Families Entitlement:*

A child will be entitled to start their working families entitlement from the term after both of the following conditions are satisfied:

- (1) the child has reached the eligible age;
- (2) the child's parent has a current valid eligibility code from HMRC. (For example: If a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to use this funding from the start of the following term)

Parents and carers must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this). If parents and carers are no longer eligible for the working families funding, they will fall into a 'Grace Period'. This is a short period of time to give them the opportunity to find work or reconfirm eligibility. Locks Heath Infant & Nursery School will inform parents and carers of the end of the grace period date. This is when the funding will end. Locks Heath Infant & Nursery School will make arrangements with parents and carers regarding ending the funding or them making alternative payments for the sessions.

Please contact HMRC regarding any queries or appeals on 0300 123 4097 as Locks Heath Infant & Nursery School and the Local Authority are unable to answer any queries relating to the online application system.

### *Parent declaration for early education funded places:*

Once offered a place, parents and carers must complete a Parent Declaration Form every term to enable Locks Heath Infant & Nursery School to claim all early education funding your child is entitled to. This information must be completed and returned to the main office at Locks Heath Infant & Nursery School to secure the child's funded place for the following term. This can be done via email or by handing a paper copy to the office staff in the school's main office where it will be date stamped. Information parents and carers provide on this form will enable the school to access any additional funding that the child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). Further information can be found at;

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/paying-for-childcare/earlyyearsupilpremium>

<https://fish.hants.gov.uk/kb5/hampshire/directory/advice.page?id=zgFCQRhILTE>

### **Registering for a place at Locks Heath Infant & Nursery School:**

***The deadline for applications for an Autumn 2025 start is 12pm Friday 2<sup>nd</sup> May 2025.***

To apply for a place at our provision, families must complete and return the online application form linked on the [school's website](#) under the 'Admission's Policy & Applying for a Place' section of the Nursery drop down options. The school will use this information to check availability of places and if available, send you a formal offer letter. Alternatively, and where a place isn't available, applicants will be placed on the Nursery School waiting list and informed accordingly. The school will be in touch with parents and carers should a place become available.

### *Starting Age:*

In accordance with this policy, Locks Heath Infant & Nursery School accept application forms completed on behalf of all children with a view to them starting at the setting in the term after their third birthday. This is with exception to non-funded places where a child may start during the term in which they are 3 and from their 3<sup>rd</sup> birthday onwards.

### *New Starters:*

Parents and carers are required to provide original copies of documentation to confirm that their child has reached the eligible age for all early education funded places. For example, a birth certificate or passport. Parents and carers are also required to provide original copies of documentation to confirm that their child is

eligible for the eligibility code for the working families entitlements. They must indicate on the online application form the pattern of attendance they would prefer. These items are required to enable Locks Heath Infant & Nursery School to claim Nursery Education Grant (NEG) funding on behalf of the child when they become eligible. A registration and information pack will be given to each new family so that the appropriate information is collected. We will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

#### **Admission Criteria:**

All of the following criteria below will be taken into account in order of date and time that individual applications are received.

1. Children who hold Looked After or Child in Care status\*
2. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Locks Heath Infant & Nursery or Locks Heath Junior School the following academic year.
3. Children of staff who are employed to work full days who have a) been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. All other children\*\*

\*This includes children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangement order, or special guardianship order. [A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]

\*\*Should a scenario with multiple births occur where only one place is available for example, the age of the children would come into play with leaders and parents and carers discussing this matter together.

The Nursery provision can accommodate a maximum of **10%** children with diagnosed SEN needs, requiring additional adult support, on roll at any one time.

If you would like your child to attend this provision, you must complete the online application form found in the Nursery section of the school's website. The school will consider applications in accordance with the admission criteria and let parents and carers know by letter of their decision where possible half a term before admission. If your child is offered a place, you must confirm your acceptance to the school **by the deadline date** which will be clearly stated on the offer letter. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

All sessions are subject to availability; this may mean that not all children will have an opportunity to attend all sessions. The school will refer to the priority order for children who wish to be notified of, and considered for, alternative sessions as and when they become available. A weeks' notice period will be applied if this is the case.

The school will contact parents and carers via email with a formal offer letter following the application process. Parents and carers will be given a deadline by which to take up their offer and this will be clearly stated on the offer letter. If the school does not receive a signed offer letter and declaration form by the deadline on the offer letter, the place will be offered to the next child on the waiting list. Equally, if the sessions offered are unsuitable to the parent and we are informed of this, they will be offered to another parent with a child on the waiting list.

When allocating September sessions, priority falls in favour of 'returning' children wishing to retain their existing sessions. All other sessions are allocated according to availability, the admission's criteria and when your child joined the waiting list. (See priority order).

**Applying for a place in Year R:**

Admission to a reception class at the Infant School will be in accordance with the County Council's Admissions Policy for community and controlled infant and primary schools. Admission to a nursery unit/pre-school/school does not constitute any right of entry to the nearest local school, and places will be allocated according to that school's admissions policy. Applications for Year R places can be made here; <https://www.hants.gov.uk/educationandlearning/admissions>

Parents and carers have the right not to send their children to school until the beginning of the term following their fifth birthday. Only in exceptional circumstances (as agreed by the Headteacher) can children remain in the nursery beyond the normal admission date for reception classes (i.e. the September of the school year concerned). Nursery funding will only be available until the end of the term that the child reaches 5 years of age.

**Complaints:**

If it is felt that the admissions criteria stated above have not been fairly applied, parents and carers may register a complaint using the school's normal complaints procedure. Please refer to Locks Heath Infant & Nursery School's Complaints Policy on the website.

Review: This policy will be reviewed annually by the Headteacher and the Governing body.