

*Manor Farm Community Infant School  
and Nursery*

**Nursey Admissions Policy**



This policy was written: March 2026

The policy is to be reviewed: September 2026

## Manor Farm Nursey Admissions Policy

Manor Farm Nursey welcomes children from aged 2 up until their preschool year (children turning 4 between 1 September and 31 August of the coming academic year).

Responsibility for admission to our Nursey has been delegated to the Governing Body. Nursey aged children do not count as part of the roll for the school and children will not be guaranteed a place in the main school.

### Application

We aim to ensure fair, open and clearly communicated admissions for all families. Applications can be made at any time using our admissions form which can be found on our website \*ADD NURSEY PAGE\*. Parents can register their child with the school in consideration for a place in the Nursey from birth. Places are not allocated, however, on the basis of when the registrations were made. The maximum number of children in the Nursey will be dependent on appropriate levels of staffing and accommodation. The Nursey currently offers:

Full days 8:55am – 3:10pm

Mornings 8:55am – 11:55am

Afternoons 12:10pm – 3:10pm

Parents will be asked to complete a form to show preference of hours / sessions. Wherever possible, the school will try to accommodate the parent's first choice.

Places are offered during the school term prior to when a child would be due to start and will be confirmed in writing.

The nursey provides a settling in period to help children become familiar with the environment, staff and routines. Parents may be invited to attend initial sessions with their child.

Parents must bring their child's birth certificate or passport, plus their red book / proof of vaccinations.

Families who do not receive a place may remain on the waiting list in case spaces become available.

Please note that completing an application does not automatically guarantee your child a place at the Nursey.

Nursey intakes currently run on a termly basis: September, January and April. A cut off day for each term's admission has been set:

31<sup>st</sup> January (change to 30<sup>th</sup> April) for the following September start

30<sup>th</sup> September (change to 31<sup>st</sup> October) for the following January start

31<sup>st</sup> December (change to 31<sup>st</sup> January) for the following Easter start

Any applications received after the above dates will be put into a "late application category" and sessions will be offered in accordance to availability. We are unable to accept applications for

children wishing to move from a setting to Manor Farm Nursey mid-term due to funding already allocated and accessed. Please contact the school if you should have any queries.

#### Attendance Expectations

Regular attendance is important for children's development.

Parents should notify the school if their child will be absent.

Persistent non-attendance may result in the nursery place being reviewed.

#### Collection Arrangements

Children must be collected by a named adult.

Parents must inform staff if another person will collect their child.

Identification may be requested.

#### Late Collection

Late collection may incur additional charges.

Persistent late collection may lead to a review of the nursery place.

#### Admissions Criteria

If the number of applications exceeds the number of places, then places will be allocated in the following order:

1. Children who have an Educational Healthcare Plan which names the school
2. Children in public care for whom the Local Authority decides that the school is the most appropriate
3. Children who have exceptional medical, educational or social needs supported by written evidence from an appropriate professional and live within the catchment area of the school
4. Children living within the catchment area of the school, who are requesting a block of 30 hours each week
5. Children living within the catchment area of the school, who are requesting a block of 15 hours each week.
6. Children who are requesting full days with a minimum of two days.
7. Siblings of children attending the school at the time allocations are made and requesting a minimum of 3 consecutive mornings a week
7. Siblings of children who are out of catchment and attending the school.
8. Consideration will be considered of children of staff members.

9. Once the above rules have been applied, any further places will be allocated by distance from the school. Distance will be measured by the Local Authority's measuring system.

We would prefer children of 3 years and above to attend for a minimum of 5 mornings / 2 ½ days. This consistency has huge benefits to children's learning and development. However, we will try to accommodate parental requests where possible.

Where a school can take some, but not all of the children who qualify under a particular rule, we will give priority to children by taking account of the next rule in the numbered list.

On days when children are unable to attend nursery due to a medical appointment or emergency situation (not including medical appointments), parents may request a one-off change of session for the week. This will be agreed at the Headteacher's discretion and will only be available to the family should the Nursery have availability and adequate staffing that meets statutory ratios.

### Funding

We are open for approximately 38 weeks per year and offer the following government-funded entitlements:

- 2-year-old funding for families who receive some additional government support (15 hours)
- Universal entitlement for all 3-and 4-year-olds (15 hours) This begins from the term after the child's third birthday.
- Working Parent entitlement for 2-year-olds (30 hours)
- Working Parent entitlement for 3-and 4-year-olds (30 hours)

A signed parent declaration and provider agreement must be completed before funding can be claimed. All required paperwork is provided by the Nursery.

### Fees and Payments

- Unfunded hours are charged at £7.50 per hour
  - The school charges a voluntary consumable fee of 50p per hour. This is used to pay for items such as daily snacks, toilet rolls, tissues, paper towels etc.
- Invoices are issued at the start of each half term with 30 days to pay
- Accepted payment methods are bank transfer and childcare vouchers.
- No deposit or registration fee is required

### Late or Non-Payment of Fees

Parents experiencing financial difficulty are encouraged to contact us so that a payment plan can be arranged.

If payment is not received:

1. The parent will receive a reminder
2. A meeting may be arranged to discuss payment issues
3. The school reserves the right to withdraw additional sessions and services where fees remain unpaid.

### Chargeable Extras

Where the nursery offers additional provision beyond funded hours, charges may apply. This may include

- School lunches
- Where the child is still in nappies, the Nursery ask families to supply nappies, wipes and nappy bags
- For trips, local area visits, enhanced learning experiences, celebrations etc. the Nursery will ask for a contribution towards the cost of the activity
- Unfunded hours are charged at £7.50 per hour

### Changes to Sessions

Parents wishing to change their child's attendance pattern must give at least four weeks' notice where possible.

Changes to sessions are subject to availability.

### Termination of Nursey Place

Should a parent request to reduce their child's hours or withdraw their child from Nursery at any time, Manor Farm Community Infant School require half a term's notice in writing. If the child attends and is not entitled to a funded place and you wish your child to leave the Nursery, we require half a term's notice (term time) or you will be charged for the notice period.

For further help or advice, please contact Mrs Couch either by email [nursery@manorfarm-inf.bucks.sch.uk](mailto:nursery@manorfarm-inf.bucks.sch.uk) or phone 01494 814281.