

Sebert Wood Community School – Admissions - Nursery Policy



Date reviewed: Autumn 2025

To be reviewed: Autumn 2026

Approval by Full Governing Body

Signature of Chair of Governors:

Introduction

Sebert Wood Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to Nursery. In setting this policy we have followed the principles outlined in the following documents; **Department for Education: School Admissions Code; Equality Act 2010; Statutory Guidance for Local Authorities on the Delivery of Free Early Education for 3 & 4 Year Olds**

Sebert Wood is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively. We aim to deliver flexible care and education for children, from their 3rd birthday, in a way which supports all parents, assists those who work and those seeking to work. We offer places in line with guidelines set out by Suffolk County Council regarding lengths of sessions. We are committed to all families having equality of opportunity. If you require any further help or explanation, please contact our school office on 01284 755211.

We operate on the capacity for a 48 place Nursery but this is dependent upon the number of applications we receive and staffing ratios. Any child can apply to attend Sebert Wood Nursery subject to our admissions criteria. Sessions are led and overseen by qualified Early Years staff. *Please note the attendance at Sebert Wood Nursery Class does not guarantee a place at Sebert Wood Primary School and parents must apply separately for a Reception class place at the school of their choice.* The nursery will open for “Stay and Play” sessions once a term in readiness for applications for the following term.

How to apply

To apply for a place, please complete a Nursery application form (available from the school website, school office or on request via email) and provide a copy of your child’s birth certificate/passport.

Eligibility

15 Hour Universal Entitlement Funded Hours

All 3 and 4 year olds become eligible for Early Education Funding from the start of the term following their third birthday and are entitled to 15 hours free education a week. Funded hours can only be used for our Nursery sessions, which run from 8.30-11.30am, and 12:20-15:20pm Monday to Friday during term time. 15 Hour Universal Entitlement can be taken as any combination of 5 sessions, morning or afternoon (any days of the week) subject to availability. A place at Catkins lunch club will be reserved for any children staying all day in the Nursery, the cost will be added to Arbor (see appendix 1) for payment.

30 Hour Extended Entitlement for Working Parents

In addition to the 15-hour universal entitlement, parents may be entitled to the government funded 30 hour extended entitlement for working parents. For more information and to check your eligibility, please visit www.childcarechoices.gov.uk.

If eligible, you will be provided with an 11-digit code. We require your code in order to claim your additional funding. The Local Authority requires parents to re-confirm their eligibility codes on a termly basis. A reminder will come directly from HMRC (it is not the responsibility of the school/nursery to remind parents/carers of this).

If you are no longer eligible for the additional funding a grace period will be activated. It is the responsibility of the parent to apply and re-confirm their eligibility. If your circumstances change and you are no longer eligible for your extended funding we will discuss with you options for your child to continue with their early education (for example reverting back to 15 hours or purchasing additional nursery sessions).

Funded hours can only be used for our Nursery sessions (see timings above).

Full 30 hour Extended Entitlement taken: 5 x morning and 5 x afternoon sessions.

30 Hour Extended Entitlement less than 30 hours taken: any combination of morning or afternoon nursery sessions, (any days of the week) subject to availability. A place at Catkins lunch club will be reserved for any children staying all day in the Nursery, the cost will be added to Arbor (see appendix 1) for payment.

Parent/carers will be asked to complete the Suffolk County Council PAF (funding form) prior to the child's start date (and at the beginning of each term). By Completing the PAF, the parents/carers are authorising the school to claim for the agreed hours. The headcount date is set by Suffolk County Council termly, and once passed, we cannot alter a claim, therefore parents are unable alter the number of sessions claimed mid-term.

Allocation of places, the half term prior to starting

The school will write to all applicants offering places within the first 2 weeks following the half term break. The places must be accepted or declined by the date specified on the offer letter.

Where possible, we allocate preferences in the first instance. Should we be unable to provide exact preferences, we will advise the applicant of the alternative offer.

The governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand, we will let Suffolk Early Years and Childcare Services know and work with them to support parents to find places in their locality. Likewise, if there is low demand we reserve the right to reduce the Nursery Class provision accordingly.

Prior to starting

Before children start, they are invited to Stay and Play sessions with parents/carers.

Purchased Hours and Extended Schools Provision

For parents wishing to have more sessions than their funding will cover, we are able to offer ***paid for Nursery sessions, subject to availability at the cost of £16.20 per session (this cost is reviewed annually)***. If available these sessions will be added to Arbor for payment. Purchased Nursery sessions require payment even in the event of non-attendance. These payments should be made in advance to secure places. Childcare vouchers and Government tax free childcare accounts can be used to pay for your Nursery sessions and extended schools provisions.

Parents can purchase additional childcare over the lunch period in Catkins lunch club, subject to availability. A place at Catkins lunch club will be reserved for any children staying all day in the Nursery, the cost will be added to Arbor (see appendix 1) for payment. Breakfast club, and after school club, sessions are available (subject to availability). Bookings and payments can be made via Arbor. For further details, see our Extended Schools Policy.

We recognise that the cost of registered childcare and education may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service with fully qualified Early Years staff is costly and to ensure the continued high standards and sustainability of the service, we must ask parents and carers to respect our policy in respect of fees.

Allocation/Oversubscription Criteria

Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified OR an EHCP - Children that have an Education and Health Care plan, (which names Sebert Wood Nursery) must be offered a place.

1. Children already attending the Nursery (previously admitted) having given notice of the wish to increase sessions (please note, parents/carers will not be contacted in advance)- in date of birth order
2. Children in Care and Children previously in Care (see appendix 1).
3. Siblings (see appendix 1) – date of birth order of the nursery applicant.
4. New applicants not within the criteria above – ordinarily resident in catchment – date of birth order.
5. New applicants - not within the criteria above – ordinarily resident out of catchment – date of birth order.

Tie Break - If there are not enough spaces for children requesting places, and it is not possible to distinguish between applicants in a particular category having applied the above criteria then a random ballot will take place.

Appendix 1

Definitions

Children in Care

Children in care (looked after children) and children who were previously in care (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, immediately following having been looked after).

Ordinarily resident

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Arbor

Arbor is the payment system, used by the school office.

Siblings

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Twins and triplets

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.



Sebert Wood Nursery Offer Statement

PLEASE NOTE FUNDING CAN BE USED FOR NURSERY SESSIONS ONLY

Universal 15 Hour entitlement:

5 x morning sessions (08:30-11:30) or 5 x afternoon sessions (12:20-15:20)

Any combination of 5 sessions, morning or afternoon (any days of the week, subject to availability).

TWO full days & ONE ½ day (any days of the week, subject to availability).

We are unable to offer the facility of part sessions.

Extended 30 Hour Entitlement, Full 30 Hours taken:

5 x morning (08:30-11:30) and 5 x afternoon sessions (12:20-15:20)

Extended 30 Hour Entitlement, Less than 30 Hours taken:

Any combination of morning or afternoon nursery sessions, (any days of the week, subject to availability).

For more information and to check your eligibility, please visit www.childcarechoices.gov.uk

If eligible you will be provided with an 11 digit code. We will require your code, National Insurance Number, from either parent, date of birth and consent to share this information with Sebert Wood C P School and the Local Authority.

The Local Authority requires parents to re-confirm their eligibility codes on a termly basis. A reminder will come directly from HMRC. If you are no longer eligible for the additional funding a Grace Period will be activated.