



## **Pre-school Nursery Admission Policy**

Version No.*	June 2025
Issue No.*	
Name of Responsible Committee	Full Governing Board
Ratification Date	Ratified at the FGB meeting held 11/06/25
Review Date	11/06/28

As an Ofsted registered early years provider we are legally bound to meet the requirements of the Ofsted regulations, and the Early Years Foundation Stage Framework published by the Department for Education.

The Early Years provision at Twyford C of E School provides care for children aged 3 – 5 years. Our Pre-school Nursery class welcomes pupils from the term before they turn 3 years of age until they begin school.

Our Reception class can admit up to 15 children between ages 4-5 years.

A place in our Nursery Class at 3 or 4 years does not automatically qualify a child for a place in our Reception class.

### **Pre-school Nursery**

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). We take a maximum of 15 nursery children per session.

Unless in exceptional circumstances we operate a minimum of 3 sessions (9 hours) attendance per week.

The aim of this policy is to provide a fair and just admission procedure free from any discrimination for all children. Places for admission into our Nursery class are allocated upon the following:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- The school's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- When the application is received (priority will be given to those who have been on the waiting list the longest)

If the number of children applying for entry exceeds the places available, the school will follow admission criteria which is in line with that set out by the Local Authority for admission to our school, detailed below:

- Children living within the school catchment area and have siblings who attend the school
- Children living within the school catchment area
- Children with siblings who attend the school

We operate a fully inclusive policy to ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

## Opening Hours and Funding Available

Our Pre-school Nursery class is open Monday to Friday, 9am to 12pm and 12pm to 3pm, 38 weeks each year (term time only).

Funded hours are available for all sessions.

Funding options that are available:

- **Disadvantaged (parents who receive some additional government support) 2-year-olds (15 hours)**
- **Universal entitlement for all 3 and 4 year olds (15 hours)**
- **Eligible Working Parent Entitlement for 2-year-olds (15 hours)**
- **Eligible Working Parent 3 and 4-year-olds (30 hours)**

We also operate an early drop-off each morning at 8.45am.

## Funding Information

- Eligible working parent funding can be applied for on [Childcare Choices](#)
- It is eligible parents' responsibility to apply for the **Eligibility Code** before the fixed deadlines, **31st March, 31st August and 31st December** and to reconfirm their codes every three months
- Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. a new code confirmed on 2<sup>nd</sup> January may show the child as eligible, but it has missed the cut-off date of 31<sup>st</sup> December and cannot be used until the summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started in Reception in school.
- 2-year-old funding for parents in receipt of certain benefits can be applied for at [BFIS \(Bucks Family Info Service\)](#)

## Consumables and Chargeable Extras

Parents are expected to provide consumables, including spare nappies and wipes.

Parents can either supply a packed lunch or are able to order a payable school lunch for their child provided by our school caterer, Fresh Start.

Parents are also able to self-fund additional Pre-school Nursery sessions outside of their funded entitlement. These are charged at £15.00 per 3-hour session and are to be paid for half-termly in advance of the start of each half-term.

We also operate an early drop-off each morning at 8.45am. This is not necessary to pre-book and is chargeable on the day.

## Pre-school Nursery Class

The following outlines our Early Years Pre-school Nursery admissions procedure to be followed when a new child applies to join our setting.

- A visit is arranged with either the school Headteacher or Early Years Lead to show prospective families around the setting and provide information about the Early Years provision offered at Twyford C of E School.

- Parents to complete a Nursery Registration Form. This will add the child to the waiting list.

- The school will make contact in the term prior to eligible start date to confirm interest and possible start date.

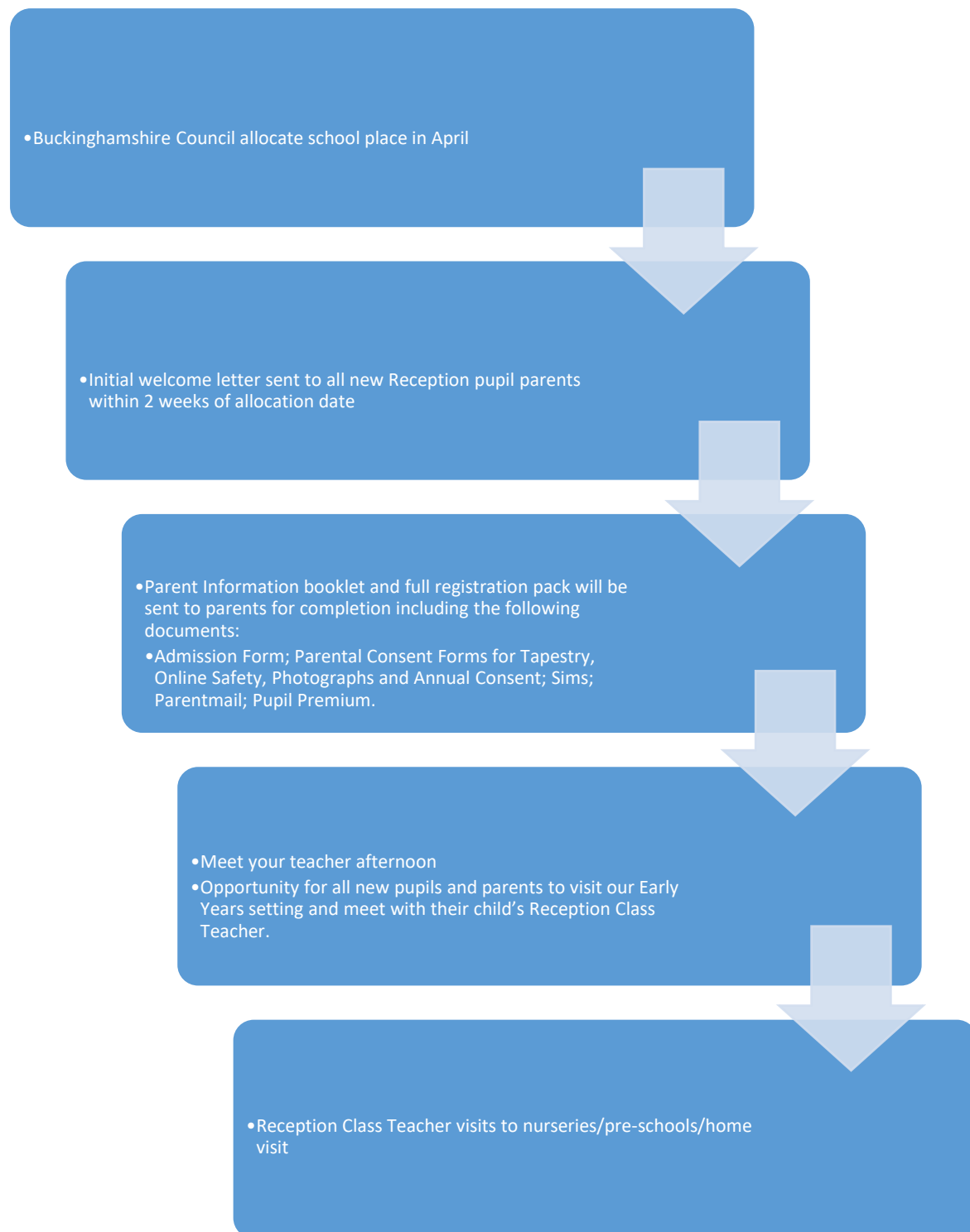
- The school will discuss availability and preference of sessions. \*Please note: we operate a minimum of 3 sessions (9 hours) attendance per week.

- Full registration pack will be sent to parents for completion including the following documents:
  - Admission Form; PPA Funding Form; Parental Consent Forms for Tapestry, Online Safety, Photographs and Annual Consent; Sims; Parent mail; Pupil Premium

## Reception

The Admissions Policy for children of compulsory school age is managed and operated by Buckinghamshire Council. They allocate places according to the published criteria, [.Buckinghamshire Council School Admissions](#)

The following outlines transition arrangements for those pupils joining our Reception class:



## Addendum 1

Example invoice

# INVOICE



Church Street  
Twyford  
Buckingham  
MK18 4EU

To: The Parent of XXXX XXXXX

Invoice Date XX XX XXXX

Invoice Number: EYXXX\_XXXXX

QTY	Description	Unit price £	Total £
	Nursery sessions (unfunded) Summer Term 2 2025 03/06/2025 – 22/07/2025 14 Sessions  £15 per 3 hour session	210.00	210.00
		<b>TOTAL</b>	<b>210.00</b>

Please contact the school office on 01296 730305 for any queries related to this invoice.

Payment can be made by via ParentMail.

Terms 14days