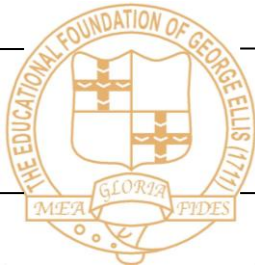


The Ellis CE Primary School

Admission into Nursery Policy

Completed and approved JR/EE May 2026. To be reviewed May 2027.



Policy of Admission to Foundation Stage 1

In common with the Local Authority, the nursery at the Ellis CE Primary School admits children only after three years of age.

We are able to offer full and part-time places to children the term after they are three years old.

The Governing Body agreed in January 2019 to support eligible working parents by offering free childcare of 30 hours in our nursery. The number of places allocated in nursery for children who can stay for 30 hours will be reviewed termly and these will be offered in date of birth order.

The session times will be:

Morning session 8.45 – 11.45 = 3 hours
Lunch time 11.45 – 12.30 = 45 minutes
Afternoon session 12.30 – 3.30 = 3 hours

The 30-hour funded childcare covers the core sessions, Monday to Friday. In line with the school's Charging Policy, the 45-minute lunchtime period is not included in the funded hours. This can be purchased at a cost of £5.00 per day (£25.00 per week), payable via Arbor. Children will need either a packed lunch from home or a school meal, which can also be ordered through Arbor.

Alternatively, parents may choose to use their 30-hour entitlement across fewer sessions, for example, by not attending one afternoon per week (this afternoon must be the same each week). However, full-time attendance is recommended to best support children's development and readiness for school.

(Prices correct from September 2026)

As full-time places are typically in high demand, parents are required to inform school of their requests of a full-time place when applying for nursery. School will offer these full-time places to parents who have already applied. Any other parents who apply for a full-time place at a later date will be offered a place on a first-come-first served basis depending on available full-time places.

As each academic year progresses the sessions may become full in which case admission will be delayed until a place is available.

Older children will take priority over younger children who are awaiting admission.

Children are admitted in date of birth order up to the capacity of the nursery unless there are exceptional circumstances of Special Educational Needs.

Provided there is space in the nursery, a child moving into the village from another area who has been attending a nursery elsewhere will be offered immediate admission.

Parents are welcome to enter their child's name on the Nursery waiting list at any time by contacting the school and giving their child's details. The parents/ carers will then receive a letter of acknowledgement and an approximate starting date for their child if a place is available. As parents/ carers need to know if their child has been offered a place in our nursery as soon as possible (in order to cancel their private nursery places in the given time frame- according to each private nursery) our Parent Support Advisor will contact parents at the beginning of the term before children are due to start, informing them of their offered hours in our nursery. A home visit will also be arranged at this time followed by a visit into nursery to ease the transition process.

Admission into nursery does not give any entitlement for admission into full time school.

Completed and approved JR/EE May 2026. To be reviewed May 2027.