# Hampton Primary Partnership

# Nursery Admissions Policy

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| This policy was adopted/updated: | October 2026 |
| This policy will be reviewed: | Annually |
| Governor Committee Responsibility: | Resource committee |
| Statutory policy: | No |
| Policy origins: | AfC Kingston & Richmond Admissions |

| Date: | Comments: | Next Review: |
|---|---|---|
| 30/04/2025 | Removed Nursery voluntary lunch hour and amended Nursery full day finish time. Included optional hour of nursery in the afternoon. | Spring 2026 |
| 17/12/2025 | Updated dates for September 2026 intake | Autumn 2026 |
| 15/10/2026 | Updated dates for September 2027 intake | November 2026 |

Hampton Infant School Nursery was recently replaced and reopened to children in October 2022. It was carefully designed to meet the needs of the very youngest children and those who attend are integrated into the day to day life of the school.

**The Hampton Primary Partnership Nursery Offer**

The nursery at Hampton Infant School offers both part-time (15 hours) and full-time (30 hours) places (there are two sessions per day: morning and afternoon). The session times are as follows:

| **Morning session** | **Afternoon session** | **Full-time session** |
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| (10 spaces)<br>8.30am - 11.30am | (10 spaces)<br>12.30pm - 3.30pm | (16 spaces)<br>8.30 - 2.30pm |

There are 16 full-time places within the nursery, which allows for 10 part-time places (am) and 10 part-time places (pm).

**The HPP Nursery costs and funding available**

All part-time 15 hour places are paid for by the government. This is because all 3 and 4-year-old children in England are entitled to universal 15 hours free child care or nursery education over a period of 38 weeks (term time only). Children attending Hampton Infants Nursery on a part-time basis will either attend five morning sessions each week or five afternoon sessions, and this will be their universal 15 hours entitlement.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional extended 15 hours free childcare or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours free provision each week. To check if you are eligible for 30 hours funded childcare, please click this link https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

The HPP Nursery 30 hour provision runs from 8.30am to 2.30pm every day. We offer an optional additional hour to all children who have full time nursery places which would allow the children to stay at Nursery until 3.30pm. This costs £8 per day.

Families who are not eligible for the extended 15 hours funded childcare can ‘self fund’ the additional 15 hours, charged at £8 per hour, and pick up their child at 2.30pm each day. They can also opt into the additional hour at the end of the day from 2.30pm to 3.30pm for an additional £8 per day.

**When can children attend Hampton Nursery?**

Children are admitted to nursery in the academic year in which they turn 4 years old and must be 3 years old on 31 August for September admission or where spaces are available. Children that will become 3 during the Autumn term (rising 3's) can be admitted in January provided they are 3 by 31 December and there are spaces available.

Applications that are late or are for a child outside of nursery age range (3 years old after 31 August) will not be considered until after all applications which were received on time or for children aged 3 years old on 31 August. If the nursery is unable to offer your child a place, your child's name will be placed on a waiting list in accordance with the published admission criteria. Children who turned 3 in the Autumn Term and are on the waiting list will be considered after 30 November for a January start if there are spaces available and no children on the waiting list who turned 3 by 31 August.

Applications for admissions for the following year's intake will be accepted between September and March in the academic year before the child is due to start. For example, children starting nursery in September 2027 will have been born between 1 September 2023 and 31 August 2024. Applications close each year on the first Friday in March. Due to limited availability of spaces, an application for a nursery place does not guarantee admission.

The responsibility for the admission of children to the nursery class at Hampton Infant School rests with the school. Where relevant, the school uses the oversubscription criteria which applies to all school admissions.

The decision on all applications is made by the Executive Headteacher, who implements the Admissions Policy, including application of the oversubscription criteria. The reason for all decisions will remain confidential and applicants for nursery places have no right of appeal if they are not allocated a place.

**How and when to apply**

Applications made after the application deadline will be considered following consideration of all applications that were received on time, according to the oversubscription criteria and not the date that the application was made. If an application is made after the deadline, a place will be offered if there is a vacancy. Any unsuccessful applicants will be invited to join a waiting list, and two waiting lists will be held - one waiting list for 30 hour nursery places and one waiting list for 15 hour nursery places. The waiting lists will be maintained in the order of the oversubscription criteria and not in the order in which the applications are received. If nursery places become vacant during the year they are allocated according to the waiting list at the point when they become vacant and pursuant to the oversubscription criteria.

All nursery places are offered subject to acceptance of the school's nursery terms and conditions detailed within this document and subject to proof of current address and the child's birth certificate. We are delighted that many of our nursery families go on to apply for a place in Reception, but it is important to note that attendance at the nursery is not a criterion for admission to Reception and does not have any bearing on whether children are offered a place in Reception. To apply for a place in Reception a separate application is needed in accordance with the Local Authority's Coordinated Admissions Arrangements.

To apply for a nursery place, please fill out the Nursery 2027 application eform. You can apply from September in the academic year before your child is due to start, but please ensure you check the closing date for admissions. Applications received after the closing

date will be considered late admissions, and first round places will have already been allocated. If you are applying for a part-time place we will ask you whether you would prefer your child to attend in the morning or in the afternoon. Please note that we cannot guarantee you will be allocated the session of your choice.

If you are applying for a full-time place we will ask whether you have an eligibility code or if you will be paying fees. If you are eligible for extended provision you will need to provide your eligibility code before your child can stay for full-time provision. If you are paying fees you will need to make a £100 non refundable payment to secure your place, and make the appropriate payment before your child can stay for full-time provision (full payment required half termly in advance). If you are eligible for extended funded hours you will receive a code and this must be given to the school before your child can stay full time. The code must be renewed every three months. It is the parents' responsibility to check their eligibility and apply for a code; you can find out if you are eligible at: https://www.childcarechoices.gov.uk/

Please see the Parent Guide below as this will give information regarding applying for Nursery including important dates when these are available.

**Oversubscription Criteria for Hampton Infant Nursery Provision**

Applicants with an Education Health Care Plan (EHCP) that names the school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

Following the admission of applicants with an EHCP, if there are more applications to the nursery than there are places available, places will be allocated in the following order of priority:

1. Places will be offered firstly to 'looked after' children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker)
2. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
3. Places will then be offered next to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or paired junior school) at the point of application and admission.
4. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system. Note: paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.

Please find further notes on priorities for applications here.

**Notes on priorities for applications**

Looked after and previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

1. Children who are in the care of a local authority, or being provided with accomodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made.
2. Children who were previously in the care of the local authority immediately before they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order.
3. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

**Further notes on priorities for applications**

- Where a child has been admitted to the nursery in January as a 'rising 3' there is no guarantee of a nursery place for the following academic year. A normal application will need to be made by the first Friday in March for a nursery place to start in the following September, and the normal application priorities will apply. No preference will be given to rising 3s who have already completed up to two terms in the nursery.
- Where a child is already of nursery age but has not accessed a setting or has already received up to a year of nursery education, and is looking to start Reception at a statutory school age, an application would only be considered for a place in the nursery after applications from children who are applying for a nursery place for the first time have been considered. This may mean that even if your child has attended a particular school nursery, they may not be able to be offered a place to continue in the class or in a different class within the same school nursery.

**What happens next?**

The school will send out written offers for applicants starting in September by the first Friday in May. You will have 5 working days to confirm whether you want to accept the place and to provide proof of the child's age and home address, if not already provided. If you do not accept the place within 5 working days, or if you do not provide evidence of the child's age and home address, the place may be withdrawn and offered to the next child on the waiting list.

Please note that when applying for a Nursery place, whilst we ask for your preference of morning or afternoon sessions or full days and try to accommodate this where possible, sessions are allocated by the school according to other factors to ensure we have a balance across our Nursery, such as birth month and additional educational needs.

**What happens if my child is not given a place?**

If your child is not allocated a nursery place, or you do not wish to accept the nursery place that has been offered, they will be placed on the relevant waiting list - either the 15 hour waiting list, the 30 hour waiting list, or both depending on the parents' preference indicated on the application form. When a vacancy arises, places will be allocated from the waiting list according to the oversubscription criteria. Any offer of a place will be withdrawn if not accepted within 48 hours and offered to the next family on the waiting list.

**How are payments made to the school and what happens if these are late?**

Fees are payable in the following situations:

- The optional hour at the end of the nursery day for children who have a 30 hour place, for which we charge £8 per day for - £40 per week
- The 15 extended hours for children with a 30 hour place who are self funding - £120 per week plus the optional hour at the end of the nursery day - £160 per week

All fees are calculated on the basis of the number of school days in the term, will be invoiced and must be paid half termly in advance. You will need to pay the half termly fees via Arbor, the school's online payment system. You will need to have an account set up in order to make payment; the school will create the account for you. We accept Government tax-free childcare payments. We do not accept reductions in payments in lieu of third-party payments.

Extended hours fees for full time places are £32 a day/£160 a week including the optional final hour of nursery (£8 per hour). If parents wish to collect their child at 2.30pm every day then the fees will be £24 a day/ £120 a week.

Any returned bank payments will incur an administration charge equal to any bank charges. If an invoice is not paid by the due date we will add a £2 per day surcharge to cover the extra administration costs. If you become concerned that you may not be able to make a payment you should make an appointment to see the Head of School at the earliest opportunity. The school cannot allow debt to build up and all fees must be paid in advance.

To avoid large debts from building up, if an invoice has not been paid within five school days after the due date, your child's nursery place will be withdrawn. If there is a vacancy for a part time place in either the morning nursery or afternoon nursery you can make an application for a part time nursery place should you wish to do so.

If you would like to collect your child at 3.30pm rather than at the end of their funded 30 hours (2.30pm) then you must inform the school when you are offered the 30 hour place and the additional hour will be invoiced to you. For subsequent terms you must inform the school in writing one week before the end of the half term if you wish to opt to pick up your child at 3.30pm for the subsequent half term. If you are going to be late collecting your child please contact the school immediately. Regular late collection will jeopardise your child's nursery place, and you will be invoiced for the additional hour.

Fees will be reviewed each Autumn Term with the new fees being applied from the following September. Parents will not pay for a public or Bank Holiday that falls during school term time or any other day that there is a planned school closure.

**What if my child is ill?**

In line with school policies, children must not attend nursery when they are unwell or suffering from a contagious illness or infection. Please telephone or email the school office to let us know if your child will be unable to attend nursery. In the event of a child becoming unwell whilst at nursery, the parent or carer will be contacted to arrange to take their child home. In the case of an infectious condition, 48 hours must elapse before the child can be readmitted (or longer for certain infectious diseases). Fees will still be charged where parents are self funding the extended 15 hours and for the lunch session and no refund will be given if a child is absent from nursery for any reason including illness because the school continues to incur operational costs.

**What if there is an unforeseen closure?**

In the unlikely event of a closure of the nursery due to extreme weather conditions, flooding, heating failure, or other causes beyond the reasonable control of the nursery, the setting will close. No refund of fees will be made for the first five school days because the school continues to incur operational costs. If the closure extends beyond five school days then any additional days of closure will be refunded for parents self funding the extended 15 hours and for the optional hour at the end of each nursery day.

**What is the notice period if I want to move my child to a different nursery?**

After the child's initial admission to nursery, either party may terminate this agreement by giving half a term's notice in writing. In the event of a parent or carer giving notice of withdrawal of the child and immediately withdrawing said child there shall be due to the nursery one half-term's fees in lieu of notice.

The school must complete a notification of leavers form and a copy of this form will be emailed to the parents. Funding will not be able to be claimed at a new setting for either 15 or 30 hours for the duration of the notice period, as it will have been claimed by HPP.

We will provide you with details of your child's transition days, as well as information regarding the home visits in the summer term prior to starting in September, when we confirm your child's place in the nursery.

**When do I need to provide my code for 30-hours eligibility, and what happens if I do not provide a code or fall out of eligibility?**

To ensure that your child can receive the extended 15 hours entitlement, you must apply and have their codes validated by the following deadlines:

| Deadline |
| --- |
| 31 August to receive funding in the Autumn Term |
| 31 December to receive funding in the Spring Term |

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| 31 March to receive funding in the Summer Term |

If you do qualify, you will need to provide us with your eligibility / funding code and National Insurance number before these deadlines. Parents are required to review their eligibility every 3 months. If eligibility ceases, you can choose whether you want to pay fees to keep the full-time place, whether you would like to withdraw your child from the nursery, or whether you would like them to move to a part time place (subject to availability). If you fall out of eligibility you must come to speak to us and we will discuss the options moving forward.

Please click this link for further information about 30 hour extended entitlement

**What if I am running late?**

If you are going to be late collecting a child please contact the school immediately. Regular late collection will jeopardise your child's full-time place.

**What about snacks and food?**

Morning and afternoon fruit or vegetable snacks and a drink are provided free of charge to all children. For children staying all day, children will need to bring a healthy packed lunch (containing no nuts, glass bottles or fizzy drinks). Children will also need to bring a water bottle with them to the nursery each day.