



## Cookham Nursery School

### Admissions Policy Statement

#### Introduction

This policy statement outlines the purpose, nature and management of admissions in our Nursery School. This update reflects the view of the Governing Body and is in line with the LA's requirements. This policy was agreed by the Governing Body and will be reviewed at least annually.

#### Admissions

The Finance and Resources Committee manages admissions to the Nursery School. The Administration staff who handle the admissions procedure on a day-to-day basis provide a report for this committee.

This committee will apply the Governing Body's Admissions Policy and, subject to the right of appeal to the Governing Body, their decision in all matters relating to Nursery admissions is final.

This committee will normally meet each term to make decisions regarding the entry to Nursery.

#### Application for places

Any parent whose home address is in the Royal Borough of Windsor and Maidenhead is eligible to apply for a place for their child. Parents whose home address is outside the Borough may apply for a place, but are reminded of the Nursery's admission criteria.

A child may be registered for a place in the Nursery School **from 3 months old**. Parents are encouraged to register for a place early during this period, as date of registration will be a factor in offering places should the Nursery be oversubscribed.

A child with recognised medical, physical, social, emotional or special educational needs that can be met by the Nursery curriculum may be eligible for priority admission. Parents who consider their child may have a reason for priority admission will be required to inform the school when they register, and written confirmation from a professional involved in the care of the child will be required to support their application.

*Please note that submitting an application for a child to attend Cookham Nursery School is no guarantee of a place.*



Parents/carers will normally receive at least one term's notice of their application being successful.

### **Admissions Criteria**

The Finance and Resources Committee will ensure that, wherever possible, children are offered a minimum of three terms in the Nursery, attending 15 hours per week.

If there are more applications than places, the Governing Body operates the following criteria for offering places for children to attend the Nursery:

1. Children whose home address is within the authority funding the Nursery. SL6 postcode has priority.
2. Children qualifying as special priority – those who have been referred for strong medical, educational, social, physical or emotional reasons.
3. Children who have a sibling in the Nursery.
4. Children in order of when their application was first registered.
5. Children whose home address is outside the authority funding the Nursery.

Parents may defer a place for a relevant reason and the child will remain on the waiting list. In the event of a parent deferring an offer of a place on two separate occasions, their application may be removed from the waiting list or placed at the back of the waiting list.

### **Government Funding Claims**

As a Maintained Nursery School we claim funding from the local authority through our termly census. The census dates are determined by RBWM and are usually in September, January and April. If a child is attending Cookham Nursery School on census day, then Government funding for that term will be claimed and is no longer transferable to any other setting/school for the remainder of that term.

### **Places for 3 Year Olds and Rising 3s**

If places are available, children are normally admitted to the Nursery at the start of the term following their third birthday, however, we may be able to offer places to those children who have just turned 3 years old.

We also offer a limited number of spaces for children aged **2 years and 10 months**. Places are offered depending on the child's date of birth and availability of sessions. Children are entitled to remain at Cookham Nursery School when they become eligible for 3-year-old funding.



There are 4 options for attending the Nursery.

**Option 1: 3 – 4-year-old funding, 15 hours per week**

This funding is claimed for by the Nursery School. Children are eligible to join Nursery the term after their 3<sup>rd</sup> birthday.

**Option 2: 3 – 4-year-old funding, 30 hours per week for working families**

To be eligible for a 30-hour place in the Nursery, a valid code must be provided immediately prior to the child taking up their place, and this code will need renewing on a termly basis. Funding can be accessed the term after the child turns three years of age. See <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>. If a code is not provided the child's place will revert to a 15-hour funded place. The remaining 15 hours will be charged for at the applicable rate.

**Option 3: Funded children aged from 2 years 10 months, 30 hours per week for working families (from September 2025)**

If we have spaces in the Nursery then it may be possible for some children to start the Nursery when the child is 2 years and 10 months. In order to be eligible for a place, the Nursery must receive a valid code immediately prior to the child taking up their place. See <https://www.gov.uk/apply-free-childcare-if-youre-working>

**Option 4: Non-funded places for children aged 2 years and 10 months**

For children who are not eligible for the above funding criteria, sessions can be purchased termly. Please refer to the terms and conditions for charges. The earliest point of entry is when the child turns two years and 10 months

*Please note that children offered a funded place must start before the census date as this determines the funding received by the Nursery each term. Please ask the office for more information as these dates change termly.*

**Attendance**

All Nursery places are term-time only and most places are allocated on a part-time basis per week. The part-time options are:

- Option 1: five morning sessions (8.45 – 11.45 am);
  - Option 2: five afternoon sessions (11.45 – 2.45 pm);
  - Option 3: 2.5 days (Monday/Tuesday 8.45 am – 2.45 pm, and Wednesday 8.45 – 11.45 am);
  - Option 4: 2.5 days (Wednesday 11.45 – 2.45 pm, and Thursday/Friday 8.45 am – 2.45 pm);
  - Option 5: 30-Hour Funded Places (Session times are 8.45am – 2.45 pm Monday – Friday.
- These session times are the **only offer in place** in which funded 30 hours can be taken).

We believe that in order for young children to fully benefit from our provision and maximise their learning potential, they should attend for a minimum of 15 hours per week. It is, therefore, our policy not to split the 15-hour free entitlement with other early-years providers. In extreme circumstances split funding may be considered if parents put in writing the reasons for their request to the Finance and Resources Committee.



If 30-hour places are full for eligible working families, a 15-hour place will be offered and funding in excess of 15 hours can be split with another provider.

An offer of a Home Visit will be made, whereby the child and parent(s) can meet his or her key person before starting Nursery.

Regular attendance is expected and the Governing Body reserves the right to withdraw a place from a child who is frequently absent without good reason.

**Approved by:** Finance and Resources Committee

**Signed by Chair of Governors:** .....

**Date:** 17<sup>th</sup> March 2026

**Review Date:** March 2027