



The Lawns Nursery School and Pre-Nursery

Admissions Policy Statement

Introduction

This policy statement outlines the purpose, nature and management of admissions in our Nursery School and Pre-Nursery. 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 and Pre-Nursery. 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 and Pre-Nursery admissions is final.

This committee will normally meet each term to make decisions regarding the entry to Nursery and Pre-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 admission criteria. See criteria for postcode details.

A child may be registered for a place in the Nursery School and the Pre-Nursery **once they are 3 months old**. Parents are encouraged to register for a place as early as possible, as date of registration will be a factor in offering places should the Nursery or Pre-Nursery be oversubscribed.

A child with recognised medical, physical, social, emotional or special educational needs that can be met by the Nursery or Pre-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 The Lawns Nursery School or The Lawns Pre-Nursery 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 Lawns Nursery School

The Finance and Resources Committee will ensure that, wherever possible, children are offered a minimum of three terms in the Nursery School, 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 attending the Pre-Nursery whose home address is within the SL4 postcode.
2. Children whose home address is within the authority funding the Nursery and Pre-Nursery. SL4 postcode has priority.
3. Children qualifying as special priority – those who have been referred for strong medical, educational, social, physical or emotional reasons.
4. Children who have a sibling in the Nursery or Pre-Nursery
5. Children in order of when their application was first registered.
6. Children whose home address is outside the authority funding the Nursery.

The Lawns Pre-Nursery

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

1. Children whose home address is within the authority funding the Nursery and Pre-Nursery. SL4 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 or Pre-Nursery.
4. Children in receipt of 2-year-old funding from RBWM
5. Children in order of when their application was first registered.
6. Children whose home address is outside the authority funding the Nursery or Pre-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 The Lawns Nursery School and Pre-Nursery 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 in The Lawns Nursery School 3 – 4-year-old provision

If places are available, children are normally admitted to the The Lawns Nursery School (3 – 4-year-olds) 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. These places will be offered to parents/carers of children attending The Lawns Pre-Nursery first and then to external applicants.

There are 4 options for attending The Lawns Nursery School (3 – 4-year-old provision).

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 3rd 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/apply-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: 2 – 4-year-old funding, 30 hours per week for working families (from September 2025)

If we have spaces in the 3 – 4 year old provision, then it may be possible for some children to start at The Lawns Nursery School when they turn 3. In order to be eligible, 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 who are not eligible for 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 three years of age.

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 at The Lawns Nursery School (3 – 4-year-old provision)

All Nursery places are term time only and most Nursery 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 am – 11.45 am);

Option 4: 2.5 days (Wednesday 11.45 pm – 2.45 pm, and Thursday/Friday 8.45 am – 2.45 pm);

Option 5: 30-Hour Funded Places (Session times are 8.45 am – 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.

The Lawns Pre-Nursery (2 – 3-year-old provision)

There are 3 options for attending The Lawns Pre-Nursery from April 2024.

Option 1: 2-year-old funding through the local authority, 15 hours per week

Places are allocated on a part time basis, either for five morning sessions or five afternoon sessions. Proof of eligibility must be provided prior to taking up a place. Funding can be accessed the term after the child turns 2. Contact 2yearoldfunding.rbwm@achievingforchildren.org.uk

Option 2: 2-year-old funding for working families, 30 hours per week (from September 2025)

Session times are 8.45 am – 2.45 pm Monday – Friday. These session times are the **only offer in place** in which funded 30 hours can be taken.

In order to be eligible for a place in the Pre-Nursery, the Nursery must receive a valid code immediately prior to the child taking up the place, and this code will need renewing on a termly basis. Please see the link below to check for eligibility.

<https://www.gov.uk/apply-free-childcare-if-youre-working>

If a code is not provided the child will be offered a non-funded place.

Option 3: Non-funded places

For children who are not eligible for either of the 2-year-old funding criteria, sessions can be purchased. Please refer to the terms and conditions for charges. The earliest point of entry is when the child turns two years of age. We offer morning, afternoon and all-day places, and all children must attend a minimum of two separate sessions per week.



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: 17th March 2026

Review Date: March 2027