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Nursery Admissions Policy

Policy Owner:	Head Teacher
Amended:	March 2025
Reviewed by SLT:	March 2026
Approved by FGB:	March 2026
Next Review:	Spring 2027

The Nursery caters for children aged 3 and 4 years old and forms part of the Early Years Foundation Stage (EYFS) within The Pines School. Before your child starts in the Nursery we invite you to visit us for a tour and to find out more information about the setting. There are 26 places available during a morning session and 26 places available during the afternoon session. If your child is full time they occupy both a morning and afternoon session which makes us a 26 place provision. Attendance is Monday-Friday.

Nursery Eligibility
All children are entitled to 15 free hours (universal entitlement) in the Nursery. In addition to this, from September 2017 some children will be entitled to 30 hours (extended entitlement). To see if you are eligible, please take a look at the government website below which details. Step-by-step, how to find out if you are eligible and how to apply online:

https://www.gov.uk/apply-30-hours-free-tax-free-childcare

If you are entitled to 30 free hours then you can take up this option entirely at The Pines School or split it between two providers. If you would like to use the 30 free hours at The Pines we need to receive your access code on the acceptance form the term before your child is due to start.

Admissions Procedure
While we follow the admissions criteria for Bracknell Forest council, we manage the admissions into the Nursery and also hold a waiting list of applicants. We have a 3 point entry system: at the start of the Autumn term, Spring term and Summer term. Children can be admitted the term after their third birthday.

Applications will be processed as follows:

If the child is 3 on or between:	Deadline for applications to be made to nursery by:	Eligible for a nursery place at the start of the following term:
1 September and 31 Dec	The last Friday before the October half-term	Spring Term (January)
1 Jan and 31 March	The last Friday before the February Half-term	Summer Term (April)
1 April and 31 August	The last Friday before the May half-term	Autumn Term (Sept)

Following the deadline for applications for each term, a letter will be sent to parents explaining what places the Nursery has to offer and if they would like to accept it. These acceptance forms will need to be returned to school by the date on the letter in order for the place to be allocated.

Admissions Criteria for Universal Entitlement (15 hours) & extended entitlement (30 hours)
Where a school receives more applications than places available then children should be admitted in the following order (with each criteria being based on the eldest children being admitted first):

a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school) – 15 hours universal entitlement

b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority; 15 hours universal entitlement

c) Children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

d) Children in the year before Reception (the academic year in which the child turns four)

e) Children already attending the setting using 15 hours universal entitlement (the academic year in which the child turns 4) – 15 hours universal entitlement & 15 hours extended entitlement.

f) Children already attending the setting using 15 hours universal entitlement (the academic year in which the child turns 4) – 15 hours universal entitlement & 15 hours paid by the parent/carer.

g) Other children by age order (the term after the child has turned 3) – 15 hours universal entitlement.

h) Other children by age order (the term after the child has turned 3) – 15 hours universal entitlement & 15 hours extended entitlement.

h) Other children by age order (the term after the child has turned 3) – 15 hours universal entitlement & 15 hours paid by the parent/carer.

A waiting list will be created based on the criteria above at the end of each term.

The Nursery session times are:

Morning Session	8.45am – 11.45am
Extended Lunch Session	11.45am – 12.15pm
Afternoon Session	12.15pm – 3.15pm
30hrs	8.45am – 3.15pm

Flexible Childcare Options

Option 1	15 hours universal entitlement place. Attends either all AM sessions or all PM sessions, Monday to Friday.
Option 2	Universal and extending entitlement 30 hour place. Attending 8.45am – 3.15pm Monday to Friday. Lunch can be pre-ordered via the school gateway or provided by the parent/carer.
Option 3	15 hour universal entitlement place and 'topped up' to 30hour place for an additional £105.00 per week, this would be payable a half term in advance via the school gateway app by the parent/carer. Childcare vouchers will also be accepted. Lunch can be pre-ordered via the school gateway or provided by the parent/carer.
Option 4	Universal places 'topped up' to extend the 15hours session for 30 minutes, either ending the morning session at 12.15pm or starting the afternoon session at 11.45am. For an additional £15.00 per week payable in advance via the school gateway app by the parent/carer. Childcare vouchers will also be accepted. Lunch can be pre-ordered via the school gateway or provided by the parent/carer.

	Type of nursery place	Days	Daily Lunch session Cost	Daily Session Cost	Weekly Cost
Option 1	15hrs Funded	Monday to Friday 8.45am - 11.45am Or 12.15pm – 3.15pm	N/A	£0.00	£0.00
Option 2	30hrs Funded	Monday – Friday 8.45am – 3.15pm	N/A	£0.00	£0.00
Option 3	15hrs + 30mins lunch + top up session	Monday – Friday 8.45am – 3.15pm	£3.00	£18.00	£105.00
Option 4	15hrs + 30mins lunch	Monday – Friday 8.45am – 12.15pm Or 11.45am – 3.15pm	£3.00	£0.00	£15

Nursery Fee's

Additional sessions are to be paid for before the start of each half term. With the exception of the first term where fees are due 14 days after the first day of term. If additional session fees are not paid on time, your child will not be able to continue to attend for the unfunded hours with immediate effect.

Extended Entitlement (30hrs) Code

You are responsible for providing us with the code for 30hr extended entitlement on the parent declaration form. Should you not renew your code when you are reminded via the government childcare portal, you will be liable for cost of the unfunded hours that your child attends.

Starting in our Nursery

On being offered a place in the Nursery a meeting will be held to discuss with parents how the induction procedure works. However, if you want to know more about what happens in our nursery then please see our separate Early Years Foundation Stage Policy.

Lunch Time

Children staying for the full day will need to bring a packed lunch or pre-order a school lunch via the school gateway.

Wrap around care

Nursery children who require wrap around care before and after their nursery sessions are able to use this facility. Bookings need to be made via School Gateway, and are subject to payment at the time of booking. If you wish to pay with childcare vouchers or tax-free vouchers please email Mrs Evans, the School Business Manager, at sbm@thepinesschool.org.uk to make arrangements for this. Currently each session is limited to 16 children, however if the demand increases, we will look to review this.

Leaving the Nursery

Once a child has taken up a place at The Pines School Nursery if they wish to leave then 20 school days' notice must be given. Also, if a child is absent from Nursery for 20 consecutive school days then their place will be removed on the 21st day of absence and allocated to a child on the waiting list.

Reception Admissions

While many of our children enter the Reception class of this school before their 5th birthday, attendance at The Pines School Nursery is NOT a guarantee of a Reception place. Applications for a place in Reception must be made through Bracknell Forest Admissions. Further information can be found at the following address:

https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions