



Play, Learn and Grow...Together!

Ordsall Primary School

Nursery Admissions Policy

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Reviewed by: Karl Hopkinson (Headteacher)

Approved by: Governing Body

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Statement of Intent

At Ordsall Primary School, we believe every child deserves the best possible start to their educational journey. Through our nurturing, inclusive nursery environment, we foster early learning and development that ensures all children can play, learn and grow together. Our admissions process reflects our commitment to fairness, equality, and the provision of high-quality Early Years education for all families.

1. Legal Framework

This policy is written in line with:

- Childcare Act 2006
- Education Act 2011
- Equality Act 2010
- Early Education and Childcare Statutory Guidance for Local Authorities (April 2025)
- EYFS Statutory Framework (2024)
- Nottinghamshire County Council Provider Agreement

2. Vision and Curriculum Ethos

Our nursery curriculum is driven by our core vision of “Play, Learn and Grow Together.”

We deliver:

- A play-based, creative curriculum rooted in hands-on learning
- Enrichment through first-hand experiences that develop lifelong skills
- Prioritisation of communication, language and personal development
- A caring, safe and stimulating environment underpinned by our RESPECT values: Resilience, Effort, Support, Passion, Enrichment, Compassion, and Teamwork

We aim for every child to build confidence, curiosity, and a love of learning that continues into Reception and beyond.

3. Nursery Provision at Ordsall

Our Nursery:

- Is led by a qualified teacher and Early Years professionals
- Is part of the main school, facilitating a seamless transition to Reception
- Includes a spacious classroom and an engaging, self-contained outdoor area
- Aligns its curriculum closely with the Reception Year

4. Admissions Procedure

Children are eligible to start nursery in the term following their third birthday. We offer intakes in:

- September
- January
- April (subject to availability)

Parents can register their interest at any time by contacting the school office.

Offers are made in line with the school's criteria and funding entitlement, and all families will be required to complete a Parent Declaration Form before starting.

Please note: Admission to nursery does not guarantee a place in Reception. Applications for full-time school must be made separately via Nottinghamshire County Council.

5. Session Times and Funded Hours

We offer the following session structure during term time:

Morning: 8:45am – 11:45am

Afternoon: 12:15pm – 3:15pm

Full Day (30-hour entitlement): 8:45am – 3:15pm

Entitlements

- 15 Hours Universal Funding for all 3- and 4-year-olds
- 30 Hours Extended Funding for eligible working parents

All funded hours are provided free of charge and without artificial breaks, in line with statutory requirements. Parents can take full entitlement or share it with another provider (e.g. a childminder).

6. Charges and Optional Extras

As per government guidance, charges may be made for additional, optional services. These include:

- Meals: £2.95 per day (or bring a packed lunch)
- Consumables: e.g. nappies, wipes, sun cream
- Extra activities: special visitors or enrichment events
- Wraparound care: £15 per 3-hour session if not eligible for full 30 hours

Parents can opt out of any additional costs and will always be provided with reasonable alternatives. No child will be excluded from accessing their funded place due to inability or refusal to pay for optional extras.

7. Waiting List and Offer Criteria

Where demand exceeds availability, a waiting list will be operated using the following priority order:

1. Looked after or previously looked after children

2. Children with an EHCP naming the school
3. Siblings of children already attending Ordsall Primary School
4. Length of time spent on the waiting list
5. Children living nearest the school

Offers will be made in accordance with funding eligibility and session availability. We aim to support parents' working patterns where possible.

8. Transition to Reception

Children in our nursery benefit from close alignment with the Reception curriculum, ensuring strong foundations. However, attendance at Ordsall Nursery does not give automatic right to a Reception place.

We work closely with parents and children during the summer term before transition to ensure a confident and settled move into school life.

9. Monitoring and Review

This policy will be reviewed annually or in response to statutory updates. Any changes will be clearly communicated to parents and published on our school website.