



# INGOLDMELLS ACADEMY

## Nursery Admissions Policy 2025/2026

REVIEW PROCESS	
REVIEWED	02/07/2025
NEXT REVIEW	01/07/2026

At Ingoldmells Academy, we believe that all young children should have an equal opportunity to access high quality, Early Years Education. To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places in Nursery at our school. All decisions regarding admission into Nursery are made with reference to this policy.

At Ingoldmells Academy, we admit children to our Nursery from the term following their third birthday and they can remain in the Nursery until the end of the summer term after their fourth birthday. We offer a **term-time only** provision, in accordance with the published term dates for Ingoldmells Academy.

A child born on or between	Will become eligible to start their place from
1 <sup>st</sup> April – 31 <sup>st</sup> August	The start of the autumn term (September)
1 <sup>st</sup> September – 31 <sup>st</sup> December	The start of the spring term (January)
1 <sup>st</sup> January – 31 <sup>st</sup> March	The start of the summer term (April)

Seahorses Nursery is part of Ingoldmells Academy, and has a maximum capacity of 27 places in each morning session and 27 places in each afternoon session. Ingoldmells Academy places no constraints on who may apply for Nursery and all applications will be considered and processed in accordance with this policy. Children will be admitted without reference to ability or aptitude. Children will be admitted on a first come first served basis.

Parents/carers are welcome to apply for a place at Ingoldmells Academy Nursery at any point in the year. Children can be admitted to the Nursery at the start of the term following their third birthday. When a parent/carer contacts the school enquiring about a place for their child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.

If a place is available, the parent/carer will be invited to visit the Nursery; if the parent/carer agrees to abide by all the terms and conditions of administration, they will be asked to arrange an induction visit/s, and a start date for the child will be agreed. Parents will also be asked to bring their child for at least one visit to the Nursery setting prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Parents will need to provide their child's birth certificate and proof of address.

Parents who would like a 15-hour place are asked to state a preference for morning or afternoon. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests.

## Places

We offer a term-time-only provision in accordance with the published term dates for Ingoldmells Academy. The sessions run as stated below:

	Hours	Fee Due
AM Session = 8.45am – 11.45am	3 hours	£13.50
PM Session = 12.15pm – 3.15pm	3 hours	£13.50
Full Day = 8.45am – 3.15pm*	6 hours	£27.00
Hot lunch		£2.60 per meal

\*You will not be charged for the 30 mins lunch session. **Your child will only have a school meal/packed lunch if they attend a Full Day Session.**

Sessions are charged at £13.50 for an AM session or PM session and £27.00 for the full day session.

## 3- and 4-Year-olds Free Universal Entitlement

15 hours per week, term time only, available from the term after the child's Third Birthday.

- Parents can register their child for a place at Ingoldmells Academy by completing a Nursery Application Form.
- Only a valid 30 Hour Code will guarantee the funding of the extended 15hrs under this entitlement, and it is the parent(s)/carer(s) responsibility to provide this.
- Parents will be asked to renew their 30 Hours Code **every 3 months**.
- The nursery will not hold a 30-hour place for a child whose parent/carer is still 'applying' or is 're-applying' or has lost their eligibility code.
- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.
- If a 30 Hour Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery.
- When the grace period lapses, the place will revert to a universal 15-hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused.
- All registrations to be considered and places offered to children will follow the criteria outlined below.
- Children who are three and four will be offered 15 free hours of nursery education, term time only, subject to availability from the term after their third birthday.
- Places will be filled across the year if available, in accord with this Admission Policy.

### 3- and 4-Year-Olds Free Extended Entitlement (30 hours)

30 hours per week, term time only, available from the term after the child's third birthday for families who meet the following criteria:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts may be eligible, as are those who are registered as self-employed
- One parent is employed, and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery place parents must register on-line at <https://www.gov.uk/apply-30-hours-free-childcare>

- Only a valid 30 Hour Code will guarantee the during of the extended 15hrs under this entitlement, and it is a parent(s)/carer(s) responsibility to provide this.
- Parents will be asked to renew their 30 Hour Code **every 3 months**.
- The nursery will not hold a 30-hour place for a child whose parent/carers is still 'applying' or is 're-applying' or has lost their eligibility code.
- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hour Code if they have not reconfirmed their eligibility.
- If a 30 Hour Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'/ This is a short period of time in which extended 15 hours can still be offered by nursery.
- When the grace period lapses, the place will revert to a Universal 15-hour place. If the place is filled by the time the code is refreshes/renewed a further 30 hr place can be refused.

### Charges

Fees are to be paid in advance, either at the beginning of the week, month or term. If your child is absent from nursery, unfortunately full fees are still due (nursery still has to pay wages, rent, insurance etc.).

In cases of prolonged absence please see Mrs Tett concerning the fees due. Each child's attendance at the group is conditional upon continued payment of any necessary fees.

1. Late fees £5 for every 10 minutes of lateness
2. Outstanding fees of two weeks will result in the child's place being cancelled and outstanding debt passed on to our Finance department.

### Notice Period

Ingoldmells Academy Nursery requires 4 weeks written notice should you wish to withdraw your child from setting.

Please note funding may not transfer to a new provider until you have served your 4 weeks' notice period.