

Stoke Park Nursery – Admissions Policy



At Stoke Park Nursery we want our admissions process to be simple, fair and clear for all families.

This policy explains how parents and carers can apply for a place, how admissions decisions are made, and what funding options are available.

Nursery Terms

Children can join the Nursery at three points during the year:

- January
- April
- September

Nursery Opening Times

Nursery is open Monday–Friday from 8:45am to 3:00pm during term time only.

Breakfast Club is available 8:00–8:45am for an extra cost.

Nursery is closed on bank holidays.

The following sessions are available:

- Part time - All day Monday, Tuesday, plus Wednesday morning (2.5 days),
or
- Full-time – Monday to Friday

How to Apply

You can apply once your child turns 3.

Steps to apply:

1. Contact us to enquire about a place.
2. Visit the nursery (optional but encouraged).
3. Complete a registration form.

We will need to see your child's birth certificate, passport, or red medical book before they start.

How Places Are Offered

If we have spaces, places are offered on a first-come, first-served basis. If we have a waiting list, we offer places using the following order of priority:

1. Children already attending Nursery who defer Reception entry.
2. Children already attending who are increasing sessions.
3. Looked-after or previously looked-after children.
4. Children with siblings at the school.
5. Children of staff.
6. Children who live closest to the Nursery.

Paid places can start from your child's 3rd birthday. Free funded hours begin the term AFTER your child turns 3.

15 Free Hours (Universal Funding)

All children aged 3 and 4 are entitled to 15 free hours each week.

At our Nursery, these hours must be taken as:

- Monday all day
- Tuesday all day
- Wednesday morning (8:45–11:15)

Lunch is not included in the free hours. You must either buy a school lunch or provide a packed lunch.

You must also provide:

- Nappies, wipes, creams
- Drinks and fruit snacks
- Payment for trips or extras, if applicable

Additional hours (non-funded) are charged at an hourly rate based on the cost of providing the service.

30 Free Hours (Extended Funding)

The 30 hours offer includes:

- 15 universal hours
- 15 extended hours (eligibility required)

You must apply via HMRC for the extended hours. You can check eligibility online via: childcarechoices.gov.uk

You must renew your eligibility every 3 months.

To confirm eligibility with us we need:

- Your eligibility code
- Your National Insurance number
- Your child's date of birth
- Your signed declaration form

If you use 30 hours with us, you will receive a termly invoice for the unfunded time from 11:15–12:30 on Wednesdays.

If you lose your 30-hour eligibility, there is a grace period where funding continues. This depends on when your eligibility ends.

(Original table retained in school office for reference.)

If you lose eligibility, you can:

- Pay privately for any hours above the 15 universal hours, OR
- Reduce your child's hours to the 15 universal hours only.

Additional Information

- Bank holidays are not funded.
- Families cannot claim free hours for times already funded by a college/university.
- Students are not eligible for 30-hour funding.
- No sibling discounts are available.
- Invoices for additional (paid) sessions are issued each term.
- Late collection will incur a £3.00 charge.
- A full term's notice is required to leave or reduce hours (or one month for privately paid sessions).
- Regular attendance is required. If there is an extended period of absence with no reasonable explanation, we will write to you to ask you to confirm whether the place is still required. If we do not hear from you within two weeks of this written request, your place may be offered to another family.

Complaints

If you wish to appeal or make a complaint, please see our Complaints Policy on our website.

Document Review Information

Last reviewed: December 2025

Next review: December 2026