



WYGATE PARK ACADEMY

# Once Upon A Time Pre-School Nursery



# ADMISSIONS PROCEDURE

## 2026/27



## **ONCE UPON A TIME PRE-SCHOOL:**

This policy sets out how the Admissions System works for Once Upon A Time Pre-School.

Once Upon A Time Pre-School is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively.

We aim to deliver flexible care and education in a way which supports all parents and carers, assists those who work and those seeking to work. We are committed to all families having equality of opportunity.

Please see our Equality Policy which is available from the school office.

If you require any further help or explanation about anything contained here, please contact our school office on 01775 714506.

## **ELIGIBILITY:**

Children who are one year prior to entering the Reception class of an Infant / Primary School will be eligible for a place at Once Upon A Time Pre-School.

Attendance at Once Upon A Time Pre-School **does not guarantee** a place at Wygate Park Academy and parents/carers must apply separately for a place at Wygate Park Academy or to an alternative school of their choice.

Places are offered on sessional availability.

There are a maximum of 58 sessions available (29 sessions in the morning & 29 sessions in the afternoon).

We are able to offer places to children taking up their entitlement to universal government funded hours of up to 15 hours per week.

We will offer additional sessions up to a maximum of 30 hours per week to working parents of 3- and 4-year-olds who meet the eligibility criteria

(please see <https://www.gov.uk/childcare-calculator> for further information) and are approved in accordance with our admissions procedure.

It is very important that parents and carers who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, the term before their child is due to start Nursery, e.g. those starting in the Autumn Term must apply during the Summer Term.

If successful, they will be given an on-line eligibility code which must be given to the school when completing the school's official "Offer of a Nursery Place" Form. This must be re-checked before the end of every term ready for the new term. Once the funded hours have been agreed for that term, a change can only be made if the sessions are paid for. In addition to this, parents and carers of children who do not qualify for the 30-hour entitlement can apply for fee paying places – see our Charges and Remissions Policy.



**No places are available for children under three years of age.**

**ADMISSION:**

There are a maximum of 58 sessions available (29 sessions in the morning & 29 sessions in the afternoon).

**Children are normally admitted once a year to correspond with school practice. This will be in September and there may be a staggered entry. Usually, children will attend the Nursery for one year prior to entering the Reception class of an Infant / Primary School.**

**The child's name on the admission list does not constitute the promise of a place in the Nursery. Nor does application or attendance mean admission to the main school.**

Applications will be accepted from the date of the child's second birthday.

Places will be allocated for September entry according to the following criteria.

- Looked after children (i.e. those children who are in public care, e.g. foster care, or living in a children's home) in zone.
- Looked after children out-of-zone.
- Fulltime children (30 hours) either wanting to take their full free entitlement or purchasing the extra 15 hours.
- Applicants with siblings already attending the school.
- Other in-zone applicants.
- Other out-of-zone applicants.

Places can only be officially allocated once the completed Acceptance Form has been returned to the school. Sessions will then be allocated, subject to availability, on a first come first served basis. A letter confirming which sessions are being offered by the school will be sent out to all parents and carers who have been allocated a place. Due to the availability of sessions, the school may not always be able to offer the exact pattern of sessions requested in the first instance. However, the school will do what it can to offer the preferred sessions in subsequent terms.

Once Upon A Time Pre-School reserves the right to withdraw the offer of a place at the Nursery if it becomes apparent and clear after 10 working days that the Nursery is unable to meet the needs of a child (unless they have an Educational Health Care Plan – EHCP). This is because the Nursery can only function effectively and without prejudicing the service it offers to our youngest pupils if the needs of pupils attending can rightly and reasonably be met by the staff working at the Nursery and given the limited supply of resources both physical and financial which the school holds.



Once a place has been offered and accepted, your child may stay at Once Upon A Time Pre-School for the year before starting in Reception at your chosen school.

### **OVERSUBSCRIPTION CRITERIA:**

Casual admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Head of School/Executive Head Teacher. Once Upon A Time Pre-School will not keep a waiting list. Parents and carers interested in places should keep in contact with the school.

Parents and carers are advised that a poor record of attendance or persistent lateness, may lead to their child's place being withdrawn.

If there are more applications than places available, Once Upon A Time Pre-School will then use the following criteria to help decide which children will be allocated places when they become available.

It is important to note that the school may not be able to offer the sessions that were requested on the Acceptance Form.

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names Once Upon A Time Pre-School must be offered a place.
- Looked After Children (Children in Care) and previously Looked After Children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).
- Children who are the subject of a recognized Child Protection Plan (under current legislation and drawn up by social care services) where a specific School Nursery placement is identified.
- Fulltime children (30 hours) either wanting to take their full free entitlement or purchasing the extra 15 hours.
- Applicants with siblings already attending the school.
- Other in-zone applicants.
- Other out-of-zone applicants.

### **PURCHASED HOURS:**

Parents who do not qualify for the 30-hour extended entitlement can apply to purchase additional sessions (in 3-hour blocks) subject to availability.

Please see our Charges and Remissions Policy for further details and late/non-payment of fees schedule.



Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Head of School/Executive Head Teacher.

We require a half term's notice for any changes to your child's allocated places.

The request to right to reallocate a place following a period of 4 weeks non-attendance, unless exceptional circumstances are agreed with the Head of School/Executive Head Teacher in advance.

Occasional bookings for additional sessions should be applied for in writing and are subject to availability. Payment for these should be made in advance.

### **NURSERY SESSIONS:**

Our sessions run from **9:00am – 12:00pm and 12:00pm – 3:00pm**, Monday to Friday.

The Nursery is open for 38 weeks a year, in line with Wygate Park Academy's Term Dates.

Late collection charges will be applicable to parents and carers who are late collecting their children after both morning and afternoon sessions (please see our Charges and Remissions Policy).

### **Appendix 1: Charging and Remissions for Nursery:**

The first five sessions per week (15 hours universal entitlement) or ten sessions for those eligible for the extended entitlement of up to 30 hours per week for working parents and carers of 3 & 4-year olds will be counted as the funded sessions.

For those not eligible for the extended entitlement, additional sessions, between 3 and 15 hours per week (1 - 5 extra sessions), can be paid for during term time.

The charge will be **£15.00 per 3-hour session**.

Session times will be from **9:00am – 12:00pm and 12.00pm – 3.00pm**.

Payment for these sessions can be made on PlusPay via the MyEd Communication app. Payment items will be raised half termly in advance – to be paid within 14 days.

If a parent or carer fails to pay their outstanding balance within 14 days, the school has the right to refuse additional sessions.

If a child is late or does not attend a session, the full fee will be charged for that session.

Cancellations or amendments can only be accepted half termly in advance.