

Admissions Policy



Approved by:	Governing Body	10 th February 2026
Last reviewed on:	10 th February 2026 by Deb Thwaites & Mandy Coles	
Next review due :	February 2027	



POLICY FOR ADMISSION

Ronald Tree Nursery School is an inclusive setting welcoming all children whatever their culture, faith, ethnic origin or social background and seeks to support children with special needs wherever possible.

Ronald Tree Nursery School is a local authority nursery school offering parents of **eligible** two, three and four year old children access to their universal entitlement over 38 weeks (school term time); the school is open 8am to 4.30pm. The funded entitlement can be accessed in one of the following ways:

Two, Three and Four Year Olds

- 5 Mornings (Monday to Friday) 8.30am to 11.30am
- 5 Afternoons (Monday to Friday) 12.30pm to 3.30pm
- 2 full days (subject to availability) 8.00am-3.30pm or 8.30am-4.00pm

Where we have capacity, parents of 15 hours funded three and four year olds only may buy additional hours beyond these session times. This includes:

- Breakfast club (8am to 8.30am breakfast included) currently £3.00 per day;
- Afterschool club to 4pm currently £2.50 or to 4.30pm currently £5.50 per day.

Two, Three and Four Year Olds – 30 hours funded entitlement

- 4 Days either 8.00am to 3.30pm or 8.30 to 4.00pm
- 5 Days 8.30am-3.30pm totalling 35 hours, incurring a charge for 5 hours per week.
- If parents would like their child to attend for more than 30 hours per week the additional hours are charged at a flat rate (currently £5.50/hour)

30 Hour Funded Entitlement

Where parents of children meet the criteria they may access *up to* 30 hours per week funded childcare at Ronald Tree Nursery over 38 weeks. Times should fall within the scheduled arrival (8am to 8.30am) and departure times (3.30pm to 4.30pm) of the sessions to minimise disruption to the school and the educational development of the children as a whole; but we will work with parents to identify the 'best fit' hours we can offer to meet the needs of individual children. Please talk to us about what you need.

Where parents become eligible for 30 hours funding during the course of the year we cannot guarantee the availability of a place as all places are offered subject to availability. Parents must provide the 11 digit DERN number and their National Insurance Number to the school for validation by the day before the funding period in which they wish to claim the hours begins e.g. by 31st August for the Autumn Term. If the code is obtained later than this they will not be eligible for the additional funded hours until the following funding period. Codes must be renewed by the parent every three months; where parents are no longer eligible, a

grace period to the end of the current funding period, applies. Where there is a break in the eligibility we cannot guarantee that 30 hour places will be available at a later date as this is subject to capacity.

2 year funded entitlement

Ronald Tree has ring fenced 6 x AM sessions and 6 x PM sessions for those 2 year olds in receipt of disadvantaged funding. If these sessions are not filled we will offer places according to the waiting list. Working parents of 2 year olds will be entitled to 30 hours of funding from September 2025.

Rising Threes

If there is space the School may take Rising Threes (those turning 3 within the funding period) within the main three and four year old provision. Parents who are not eligible for the two-year funding will be required to pay the hourly rate of £5.50.

Please see our Charging Policy for up-to-date details of charges for attendance above the funded entitlement.

Registration

1. Parents may apply online via the school website or in person via the school office.
2. There is a single waiting list for all places and any parent /guardian may register a child's name. Registration forms are dated and recorded in date order.
3. Registrations are accepted from birth; parents are asked to notify the school if their contact details change after registration.
4. All parents registering their child will have their funded entitlement and child-care options explained and will be invited to look around the nursery and ask questions, to ensure their and their children's needs are met. A copy of the admissions policy is available on our website.
5. All data is held in accordance with the school Data Protection Policy and Privacy Notices (available on the school website).

If your child has any problems, which you wish to make known to us, or you do not understand clearly the procedure please call in or telephone 01536 514240 for further information.

Offers of a Nursery Place

Initial offers of places will be sent out by April for September admission and in October for January. Offers of places will be made in order of registration except when the nursery identifies a specific need for a priority admission (see below). Every effort will be made to meet as many parental preferences for school places as is reasonably possible but we cannot guarantee to meet all preferences. If we are not able to meet your preference but still have places available we will offer you an alternative.

Previous Nurseries/Childminders

Please advise us if you have attended another nursery or childminder, especially if you have received funding using the stretched offer covering school holidays. This may affect the number of hours you can claim at Ronald Tree Nursery School. Parents are entitled to claim 570 hours universal or 1140 hours extended for the year from when they first claimed. If

there is a shortfall in hours we will charge parents for any hours we are unable to claim (see the Charging Policy).

Priority Admission

Priority admissions will normally be from those children referred by official agencies, for example, Health Visitors, Social Workers, Children's Centres, Family Support Workers and Head Teachers. At the Head Teacher's discretion, where there is adequate information as a result of meetings or correspondence, a priority place may be allocated. Every effort will be made to ensure places are allocated to those children with a sibling already attending the setting

Induction

A meeting for all parents/carers will be held in the summer term prior to September admission and in the Autumn term prior to January admission. Each child will be allocated a key worker and the induction programme will be explained in full. With parent's permission, the key worker will make a home visit before the child starts at nursery.

We operate a staggered entry system so each child will receive individual attention on entry. Parents and children will be invited to stay and play together for their first session. Staff will work alongside parents / carers to ensure the needs of the child are met in settling into nursery.

Absence

Children are expected to attend regularly because this promotes good routines and good future school attendance and child well-being. Reasons for absence must be reported to the school office, either by phone 01536 514240 or email finance@ronaldtreenursery.co.uk. Please inform the office if you are taking your child out of nursery during term time.

Persistent non-attendance may result in the withdrawal of the nursery place. Where children are absent long term the school will not be able to claim the early years funding and the parent will be charged at the appropriate rate for any periods where the funding cannot be claimed (see the Charging Policy). Long term absences are defined as:

- More than 11 days single absence
- More than 4 separate absences in a funding year
- More than 30 working days absence in a funding year (excluding bank holidays)

Long term sickness is not included as an absence as long as it meets the criteria set out by the Public Health Agency.

Parents must provide up to date contact numbers for themselves and an alternative person if they cannot be contacted in case there is an emergency.

Consumables Charges

We ask all parents for a voluntary contribution of £3.00 per week per child attending for 15 hours and £5.00 per week for children attending for 30 hours. This is to cover the costs of snacks and other consumables which are not covered by the Early Years funding received from the local authority. Any payments are gratefully received and are not compulsory. Should a parent / carer choose to pay, then their circumstances change that they are no

longer able to continue payments, parents/ carers are encouraged to speak to the office staff as there is no expectation to continue payments.

Parents may pay weekly, monthly or termly by cash. Card payments will be accepted from January 2026.

Changes to Attendance/Notice Periods

We will require four weeks written notice of any changes to your child's attendance at nursery. Please note, whilst we will try to, we cannot guarantee to meet requested changes during the year due to the limits of staffing ratios and place availability.

If for any reason you wish to leave Ronald Tree Nursery School we will require four weeks written notice *before* you can claim funding at another provider.

Please be aware that if your eligibility for 30 hours childcare ends and you change provider during your grace period, you will not be able to claim 30 hours with the new provider.

Appeal

Parents have the right to appeal to the Governing Body if they feel the nursery has not adhered to the registration or admission procedures outlined above.

February 2026