# Camp School
# Nursery admissions policy

Approved by Governing Body: December 2025 Next review: December 2026

Nursery Admissions are the responsibility of the school.

Children are welcomed into the Nursery in the September of the academic year in which they will turn four (see further down for details re: early admissions). We offer both 15 and 30 hour funded places:

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| 15 hour funded places *(all children are entitled to 15 hours of provision free of charge to parents)* | Monday to Friday during term time | 8.30am – 11.30am *(can be extended to include staying for lunch until 12.30pm or all day until 3.30pm – see below)* | Referred to in this policy as 'session 1' |
| 30 hour funded places *(some families will be eligible for 30 hours of provision free of charge – see below)* | Monday to Friday during term time | 8.30am – 2.30pm *(can be extended to 3.30pm Mon to Thurs – see below)* | 11.30am – 12.30pm: Lunch time 12.30pm – 2.30pm referred to in this policy as 'session 2' |

In total, we can accommodate up to 30 Nursery aged children.

## Extended hours:

***In addition to the above funded sessions, there is the opportunity to pay to extend the time your child is school with us. See below for details.***

1. Paying to extend sessions – within the school's core operating hours (8:30am – 3:30pm Mon – Thurs/8:30am – to 2:30pm Fri)

   Where there is space available, parents can choose to pay to extend the hours outlined above at a cost of £8.50 per hour. For example, parents eligible for 30 hour funded spaces can choose to pay for an additional hour every day (except on Fridays where the whole school finishes early) so that their child finishes at 3.30pm. These additional hours will need to be booked and committed for a whole term at a time, with fees still payable should a child be absent for a session. Children who are eligible for the 15 hours provision can also request to top up their child's hours at Nursery by paying for them to stay for lunch (11.30pm – 12.30pm) or for the whole day (11.30 am – 2.30pm / 3.30pm as extra hours) as long as there is capacity to accommodate this.

   Parents will be sent an invoice for any Nursery fees owed each half term. Where fees are

not paid by the deadline, we reserve the right to end the child's access to extended hours.

2. Paying for wraparound care – before 8:30am and after 3:30pm (after 2:30pm on Fridays)

Parents may also apply and pay for their child to have 'wrap-around' care, which goes beyond the core school hours. Wrap around provision will operate from 7.45am every morning and finish at 5.30pm (a 6pm finish can be discussed if needed on Mondays to Thursdays). Further information about costs and booking places can be obtained from the school office.

## School dinners:

Children staying across lunchtime (11.30am – 12.30pm) can bring a packed lunch or pay to have a school dinner. School dinners can be paid for through the Arbor app. To book a school dinner, parents should let the teacher know in the morning. The school dinner menu can be found on our school website.

## 30 hours funding:

Some families will be eligible for 30 hours of provision free of charge each week across 38 weeks of term time. See Childcare support for 3 and 4 year olds | Hertfordshire County Council for details. In our setting this means that the child will be able to attend sessions 1, lunchtimes and session 2 (8.30am - 2.30pm) from Monday to Friday free of charge.

Parents will need to apply for an eligibility code the term before they want to start using the entitlement. Continuation of 30 hours funding is dependent upon reconfirmation. It is the responsibility of parents to carry out reconfirmations, on time, at the following website: https://www.beststartinlife.gov.uk/ Funding may cease if reconfirmations are not carried out on time and/or your circumstances change. In this event, parents would have the opportunity to pay to extend the placement to 30 hours or, subject to availability, a 15 hours placement could be offered.

Parents who are eligible for 30 hours childcare can choose to split this across two providers with 15 hours of this being provided by Camp Primary and Nursery School as the primary provider. We will not split a 15 hour funded place with another provider.

## Deadline for applications:

The timeline for applications is usually negotiated in line with other local settings to offer some consistency for parents and this is available on our website. We will consider applications received after the deadline should we have spaces available.

## In-year applications:

As a rule, we operate a single intake to the nursery in September, meaning children take up their nursery place in the September following their third birthday. However, if the Nursery is

undersubscribed, we will consider in-year applications. Enquiries for in-year applications should be sent to the following email address: admin@camp.herts.sch.uk

## Deferred entry to Reception:

Parents have the choice to defer their child's entry to Reception if they are 'summer born' (meaning their birthday is between 1st April and 31st August) and can choose for their child to spend an additional year in the Nursery. These children will be given priority when allocating places for September 2026 if their parents have informed the school of their decision to defer by 20th February 2026. Decisions to defer after this time will not guarantee a nursery space.

## Early entry to Nursery:

Occasionally, if space allows, a child can be admitted into Nursery in the term after they turn three. This will always be agreed on a child-by-child basis. Priority will be given to children who have siblings who are already attending the school.

## Admissions criteria:

Should there be more applications than places available; children will be admitted to the Nursery in the following order of priority:

1) Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority.
   Evidence needed - a letter or document from the child's social worker, advisory teacher or other professional.

2) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

3) A child with an EHCP

4) Children for whom it can be demonstrated have a particular medical or social need to go to the school. An application under this rule should clearly demonstrate why our nursery is the only one that can meet your child's needs in a way that no other nursery can. Evidence will be needed and a panel of governors will decide whether the evidence provided is enough to meet the requirements for this rule.

5) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school (Year 6). Sibling includes brother, sister, half-brother or half-sister, adopted brother or sister, child of the parent/carer or partner.

6) Children already in our Nursery setting, whose entry into Reception is being deferred.

7) Children of staff who are employed at the school at the time of application.

8) Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tiebreaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tiebreak will be random.