Admissions Policy (Nursery and Primary)

Date of review: Spring 2026	Date of next review: Spring 2027

Aims

This admissions policy has been formulated with the intention of setting out a clear and transparent approach to the allocation of nursery places.

It is our intention to serve our local community to its best advantage and to admit children into our school in a way that is most beneficial to them, taking into account their pastoral, emotional and developmental needs and having regard to their home / personal circumstances. We intend to maximise the take-up of nursery places and offer as many children their entitlement to 15 hours of free nursery education (or 30 hours if eligible), whilst also offering the facility to purchase additional nursery sessions should there be places available.

All applications for a 2 year old or 3 and 4 year old nursery place must be made via an application form. All successful applications will be notified and the available sessions will be discussed and confirmed following the 'settling in sessions'.

At Furzeham Primary and Nursery School there is a Nursery for 2-Year-olds and a Nursery for 3- and 4-Year-olds.

Admissions to Nursery

For 2 Year olds

- The first children will be admitted in September each year
- Children admitted will be those whose 3rd birthday falls between 1st September and 31st August of that year i.e. they will be aged between 2 years and a day and 2 years 11 months

For 3 and 4 Year olds

- The first children will be admitted in September each year
- Children admitted will be those whose 4th birthday falls between 1st September and 31st August of that year i.e. they will be aged between 3 years and a day and 3 years 11 months.

Pre Admission Nursery Visits and 'Settling In' Process

We welcome visits from Parents/carers and their children when considering applying for a place in one of our Nurseries. This is an opportunity to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered in our Nursery. To arrange a visit please contact the school to make an appointment.

Before joining our nursery all parents/carers will be offered a home visit, or alternatively will be invited into the nursery to meet the staff and have a look at facilities. Once a place has been accepted and depending on spaces available, parents/carers and their children will be invited to a 'settling in session' when children can explore their new environment and meet their nursery assistants.

Waiting lists

Following allocation of nursery places, the school will retain a waiting list. Waiting lists will be kept in the same priority order as the oversubscription criteria detailed below. It is possible that a child's name could go down on the waiting list as well as up.

Allocation for Nursery places will be based on the following criteria:

1. Looked After Children (Children in Care)
2. Children living in the designated area who will have a sibling attending Furzeham School at the time of admission
3. Children living in the designated area
4. Children living outside the designated area who will have a sibling attending Furzeham School at the time of admission
5. Children living outside the designated area

Definitions

Sibling*:* brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a child resides through shared custody, the address will be with the parent who receives child benefit.

Children in Care: a child or young person looked after or provided with accommodation by Torbay Council or any other local authority which has informed Torbay LA of its wish to place a child.

Admissions at date other than September

Children may only be admitted to our nurseries in the term after their 2nd or 3rd birthday. So start dates are normally in September, January or April at the start of each term.

A request for admission can be made outside of the normal rounds of admissions using the School Nursery Application Form.

Funding of Nursery places

Generally, children will start at the nursery at the beginning of a term. The funding will continue to be paid until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible for 2 and 3 year old funding		
Birthday on or after	And on or before	Funding starts at the beginning of
1st September	31st December	Spring term- January
1st January	31st March	Summer term- after the Easter holiday
1st April	31st August	Autumn term- after the summer holiday

Local Authority Funded Places

For 2 Year Olds

- Some 2 Year olds are entitled to 15 hours for free. In order to access this funding please use the link Help paying for childcare: Free education and childcare for 2 year olds if you get extra support - GOV.UK
- You will need to provide your funding code before your child is offered a place
- We also offer paid spaces for 2 Year olds

For 3 Year Olds

- Children are entitled to 15 hours free 38 weeks a year
- Some children are entitled to 30 hours free 38 weeks a year. In order to access this funding and to check your eligibility please use this link Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK
- Parents claiming 30 hours will be required to fill in a parental declaration form. This may be used by the Local Authority to check your eligibility
- We also offer additional paid sessions in our 3- and 4-Year-Old Nursery

Fees

2-year-olds hourly rate: £7.50
3-year-olds hourly rate: £6.00

Invoicing of Chargeable Sessions

All chargeable nursery sessions must be paid in advance. All Nursery payments will be collected via the Arbor system for the following half term. Invoices will be issued at the beginning of each half term. Reminders are sent automatically via text or email before the due date.

Failure to pay

If payment is not made by the due date, a written reminder will be sent to the parent at the first available opportunity detailing the amount involved and when payment is required by.

If payment is not made within a further five working days, another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be admitted to the nursery.

The child will not be able to attend until the debt is paid in full or an appropriate payment schedule is agreed.

Late Collection of a child

We appreciate that due to unforeseen circumstances there may be genuine reasons when you are unable to collect your child on time. However, if nursery sessions are being paid for and late collection is happening regularly (more than 3 times in a calendar month) a late collection fee will be charged at the following rate:-

More than 15 minutes a late fee of £6.00 will apply and for every additional minute £1.00 will apply.

Cancellation of contract

The cancellation of the 15, 30-hour free entitlement or paid sessions will require half a terms notice. Once sessions are cancelled school cannot guarantee reinstating them.

Nursery sessions are from:

8.45am to 11.45am	Morning session (3 hours)
11.45am to 12.45pm	Lunchtime session (1 hour)
12.45pm to 3.15pm	Afternoon session (2.5 hours)

Lunchtime provision, which is for an hour, can be arranged at a cost of £6.00.

A breakfast club is available between 7.45 am and 8.45 am at a cost of £5.50 per session.

Paid provision is reviewed termly and guaranteed for the agreed period. Notification of discontinuation by the school will be given at the start of each term for the following term. A term's notice will be required from parents when reducing paid hours.

Please note that attendance at the school nursery does not guarantee a place at Furzeham Primary School.

Sickness/Holidays

If a child is absent from a nursery session(s), no refund of additional paid hours will be given as spaces are reserved. If a child is sent home with a sickness bug, pupils will not be allowed to return to the nursery for at least 48 hours.

Primary Admissions – Places 30

Admissions into Reception are handled by the Local Authority and all parents are required to complete a Local Authority application form, which is part of the TIPS booklet, in the academic year prior to the September in which the child is due to start school. The Local Authority will write to parents of all eligible children to advise them of the dates and the procedure for applying via their website. It is recommended that parents apply online but they can complete a paper copy as an alternative if preferred. Paper applications are contained in the TIPS booklet, which can be downloaded from the Local Authority website or obtained from the school office. Full details regarding admissions are available on Torbay Council's website, http://www.torbay.gov.uk/schools-and-learning/admissions.

At Furzeham Primary School the classes are predominately single age.

Places are allocated using the Local Authority's Admissions criteria as follows:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children who will have a sibling attending the school at the time of application.
3. Other children.

Children who have an Education, Health and Care Plan that names a school will be admitted to the school. For more information please read: TIPS 8 - Primary and secondary school admissions - Torbay Council as found on the Torbay Council website.
Please also feel free to contact the school office on 01803 853347 if you have any queries relating to this policy or Nursery admissions