



Woodgate Primary Academy

Nursery Admission Policy

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Statement of Intent

Woodgate Primary Academy aims to provide a quality nursery experience for children aged 2 ½ - 4 years old that is affordable, high quality and geared towards transition into Reception.

The governing body of Woodgate Primary is the admission authority and is responsible for setting the school Nursery Admissions Policy. This policy outlines the arrangements into the Nursery only.

Admission into the Nursery does not guarantee a child a Reception place at Woodgate primary; a separate application for a Reception place must be made to West Sussex County Council, who will allocate your child a Reception place for the September after their 4th birthday.

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Woodgate nursery is open 09:00 - 15:00, 38 weeks per year, term time only. We offer two year funded places, Working families funding, three & four year old universal (15 hours) places, three & four year old extended (15 hours) places to eligible children, where places are available.

Pattern of offer for early education funded places:

Early Years Funded Entitlement 15 & 30 hours can be used in all sessions. Patterns for your child's attendance will be discussed at time of confirming a place and is to be declared on the Parent Declaration form. Extra hours above funded hours will be charged at our hourly rates.

Application Process

Parents/carers are welcome to apply for a place at Woodgate Nursery at any point in the year, in readiness for our intakes in September, January, April (subject to availability) by completing our Initial Registration Form via our website or collecting from the main school office.

When a parent/carer contacts the school enquiring about a place for their child in the Nursery, they will be informed whether there is currently a place available for their child and/or when a place may become available. If places are available, children can be admitted to the Nursery from the term after the child is aged 2 ½. The school aims to have termly admissions in order to minimise disruption and to support induction arrangements.

If a place is available, this will be offered via email. Parents will need to accept the place offered in writing.

The parent/carer will then be invited to visit the Nursery, to attend a new parent starter meeting where they will receive a starter pack, which will include a copy of our Terms and Conditions of administration, including the fees and arrangements for payment. Once signed as an agreement to abide by these a start date will then be confirmed.

Parents will need to accept the place offered in writing and will be asked to provide their child's birth certificate and proof of address.

Unsuccessful applicants will be moved onto the next waiting list and considered with the next group of applications.

Parents who would like a part time place are asked to state a preference for morning or afternoon, with a minimum of 5 sessions across the week. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests.

Early Education Funding and fees

Woodgate Primary School accommodates a maximum of 26 children per session.	
2 year olds	Will be offered a place from the term after they turn 2 ½. Those eligible for a free place can access 15 hours free per week (term time only) for 38 weeks of the year. To check to see if you are eligible or to apply for the allowance follow the link below. Childcare Choices To have access to the two year old funding, parents will need to provide a copy of their child's unique reference number to confirm they have been granted the funding. Eligibility for two year old funding can only be confirmed by WSCC after parents complete an online application and eligibility is based upon parent's earnings and hours. If you are eligible you will be issued a code. All digital codes need to be submitted to us along with the child's date of birth, which will enable us to confirm eligibility and the validity dates. Working families funding for 2 year olds provides up to 15 hours of free childcare per week for 38 weeks of the year. The funding is available to working parents and those claiming certain benefits. To check to see if you are eligible or to apply for the allowance please visit Get free childcare if you're working: Apply for free childcare - GOV.UK If you are eligible you will be issued a code which will need to be submitted to us along with the parents' NI number and the child's date of birth, which will enable us to confirm eligibility and the validity dates. Only a valid Code will guarantee the funding of the 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. Parents will be asked to renew their 30 Hours Code every 3 months.
	2 year olds not eligible for funding £8.70 / hour
	Lunch session – either a school meal provided by the school meal provider or parents provide a packed lunch.
3-4 year olds	All children aged between 3 and 4 years old are eligible for the universal entitlement of 15 hours (for 38 weeks of the year) fully funded early education (FEE) which will be paid directly to the nursery from West Sussex County Council. During funded hours, the nursery will offer free nursery education, but this does not include food, which must be provided or ordered via our meal provider. Eligible 3-4 year olds can access Extended FE and claim 30 hour free childcare To check to see if you are eligible or to apply for the allowance follow the link below. Get free childcare if you're working: Apply for free childcare - GOV.UK

	If you are eligible you will be issued a code which will need to be submitted to us along with the parents' NI number and the child's date of birth, which will enable us to confirm eligibility and the validity dates. Only a valid Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. Parents will be asked to renew their 30 Hours Code every 3 months. The nursery will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code. HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility. If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery. When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of Woodgate Nursery is essential and therefore we reserve the right to fill any vacant spaces.
	3-4 year olds not eligible for funding £6.20/ hour
	Lunch session – either a school meal either a school meal provided by the school meal provider, or parents provide a packed lunch

Parent Declaration for early education funded places

A Parent Declaration form will need to be completed to enable us to claim the early education funding your child is entitled to. This will be included in our new starter pack/made available when entitled. Information you provide on this form will enable us to access any additional funding that your child is eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

Waiting List - Oversubscription criteria

The school reserves the right to change the Nursery model and admissions criteria to meet the needs and demands of local school communities.

If there are not enough places available for all applicants, we will allocate places in the following priority order, whilst also considering when an application has been received:

Priority for places will be allocated according to criteria a-g below, with criteria a being the top priority:

a) Children with an Education, Health and Care Plan (EHCP) that names Woodgate Nursery will be allocated a place before other children are considered.

b) Looked after and previously looked after children

Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for Woodgate Nursery is made

- Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989(a), and who have left care through adoption, a child arrangements order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and families Act of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

c) Where there is a social or medical need for a place at that school Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist or outreach worker.

d) Children with one or more parents who are staff members at the school or nursery who were recruited to fill a vacant post for which there is a demonstrable skills shortage.

e) Children who will have a sibling at the school at the time of the child's admission
A Sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half- sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

f) Children living within the catchment area for the nursery school

g) All children ordered according to a straight line distance that they live/registered home address from the school Priority in this category will be given to children who live closest to the school. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

Placing a child's name on the waiting list does not guarantee that a place will become available.

Reserve lists

If you apply for a place in the Nursery, and do not receive a place for your preferred starting date, your child's name will automatically be placed on a reserve list. If a place in that current term does not become available then your child's names are placed on the next waiting list, in the priority order set out in our admissions oversubscription criteria (above) and in date order of applications received.

Placing a child's name on the reserve list does not guarantee that a place will become available.

The order of children does not remain static - as circumstances change, a child's place on the waiting/reserve list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting/reserve list, you must let us know. Please be aware that this may change your child's position on the list. Written evidence of this will be required.

Appeal Process

As this is a non-statutory place, once the decision is made not to offer a place then that decision is final/cannot be appealed. An email may be sent confirming why their child was not offered a place, if requested.

General

Since places in the Nursery are limited, parents are advised that a poor record of attendance without good cause, may lead to their child's place being offered to a child on our reserve list. If this becomes a possibility parents will be notified of this before any action is taken.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share commitment.