



Growing together, hand in hand

Leaflings Two-Year-Old Provision Admissions Policy

September 2025

Audience: Staff/Governors/Public

Frequency of Review: Annually

Postholder responsible for Review: Nursery Manager

Early Years Vision and Introduction to Nursery

It is our belief that the purpose of education is to provide young people with the knowledge and skills to prepare them for their diverse working lives, build character, teach knowledge for its own intrinsic value and ignite a love for learning.

In Early Years, we are the opening scene; hooking our littlest learners into a voyage where they will discover a life-long love of learning. We believe it is our duty to provide our children with a strong foundation of knowledge that will equip them with the skills to lead a successful future. Through the provision of an inspiring and rich curriculum, accessed through play and adult led activities, alongside high-quality direct teaching in phonics, reading, writing and maths, we support our children to become independent and confident lifelong learners.

Little Leaders, Big Tomorrow

Our Leafings Two-Year-Old provision has a maximum of 15 morning places and 15 afternoon places due to the size of the room and health and safety requirements. However, one child may use a morning and afternoon place if they are eligible for the additional 15 hours funding, therefore accessing 30 hours of funded early years education.

Wrap around care is available for children in Leafings on the school site from Farlea childcare who operate a breakfast club from 7:15am and an after-school club until 6:00pm.

When applications exceed the number of places available in our nursery, we will follow the criteria allocated within this policy.

Admissions

Admissions to Leafings two-year-old provision is not handled by Staffordshire County Council. All nursery admissions are allocated by the nursery manager at Gorsemoor Primary School and places are allocated in accordance with this policy. Our Leafings admissions process is open all year round.

Applications for **January 2026** will 'freeze' on Monday 6th October 2025. Places will be allocated during this week, and letters to families will be emailed out on Friday 17th October 2025. Applications will re-open after this date if there are still spaces available.

If you are applying for a place in our nursery for a **September 2026**, applications will 'freeze' week beginning 9^h March 2026. Places will be allocated during this week, and letters to families will be emailed out on Friday 20th March 2026. Applications will re-open after this date if there are still spaces available. For further details of how to apply for a Nursery place, please see below.

Mid-term applications for our **Leafings two-year-old provision** are welcomed and will be considered where places are available. Admissions during the term are subject to current capacity within the setting, and places will be allocated on a first-come, first-served basis in line with our admissions criteria. We aim to accommodate families wherever possible, ensuring that each child's transition into the setting is smooth and well-supported. Parents are encouraged to contact Mrs Campbell, ccampbell@gorsemoor.staffs.sch.uk to enquire about availability prior to mid-term application.

Children in Leafings two-year-old provision:

Children who are already attending Gorsemoor’s Leaflings two-year-old provision will not be required to reapply for a place in the school nursery class (3–4 years). These children will automatically continue within our Early Years setting, ensuring a smooth and consistent transition into the next stage of their learning journey. Their place within the nursery class will be prioritised above all other applications, reflecting our commitment to providing continuity of care and education for children already established within our Gorsemoor community.

Leaflings oversubscription Criteria:

If the total number of applications for admission to the Nursery setting exceeds the number of places available on the days that places ‘freeze’, then the following order of priority will be used to allocate the available places.

1 - Relevant Children in Care, including those previously determined as Looked after children (that is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

2 - Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date (for admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent’s marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners).

3 -Children living within the defined catchment area of the school.

4 - Children wishing to take up a morning and afternoon place each day of the school week.

5 - Other children will be arranged in order of priority, according to how near their home addresses are to the school.

How the funded hours can be used:

It is our priority that the children who attend our setting get the most from their time at nursery. We want to ensure that they feel safe and secure in the setting to ensure that they are happy and confident to learn and develop their knowledge and skills. Therefore, all children attending funded sessions at our Nursery will need to take up 5 morning (8:45am – 11:45am) or 5 afternoon sessions (12:25pm – 15:25pm). Children who are eligible for the 30 hours funded sessions will stay for both the morning and afternoon sessions. Lunch club is available for all children at an additional cost - please see our lunch club policy for further information) and charges

Unfortunately, **we are unable to offer ‘block’ sessions**. It is very important to us that children receive the best possible learning opportunities and when ‘block’ sessions are offered, those children miss out on key aspects of planned learning for that week.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Morning session	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	8:45-11:45am – 3 hours funded hours claimed.	15
Lunch club – no funded hours are	£5 – payable on Parent Pay	£5 – payable on Parent Pay	£5 – payable on Parent Pay	£5 – payable on Parent Pay	£5 – payable on Parent Pay	No hours are claimed

used to cover lunch club.						for lunch club.
Afternoon session	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	12:25-3:25pm - 3 hours funded hours claimed.	15

For children accessing 30 funded hours, they will access the full day provision.

Is there an option for no fees?

When joining Gorsemoor Nursery, families are offered two session options to best suit their needs.

Option 1 (8:45am – 3:25pm) provides a full day of provision that exceeds the 30 funded hours. This includes a small lunch club charge to cover the additional 45 minutes of care each day, supporting staffing and operational costs during this extended period. Fees will be invoiced termly, with payments accepted through **ParentPay** or **Tax-Free Childcare** accounts.

Option 2 (8:45am – 2:45pm) is a **fully funded** session, with no additional charges to parents. However, children attending this option will miss part of the afternoon curriculum, including enrichment activities and our daily reading for pleasure sessions, which play an important role in supporting wider learning and fostering a lifelong love of reading.

We are committed to offering transparency, flexibility, and fairness, ensuring families can choose the option that best meets their needs. For any queries or to discuss session times further, please contact the school office.

Can my child access full day sessions if I do not qualify for the the 30 hours funded early years provision?

Yes. We offer paid places as well as funded places. Additional sessions must be planned and agreed by the nursery manager in advance half termly. Each session costs £20, and sessions must still be paid for if the child is ill or on holiday. Unfortunately, we do not allow sessions to be changed, due to staffing and maintaining ratios.

Morning session – 8:45am-11:45am - £20
Afternoon session – 12:25pm-3:25pm - £20

All nursery fees will be added to your online ParentPay account and invoiced half termly. Our school office team will email you a break down of the costings and will state a date when all of the fees must be paid.

What funding is available for two-year-olds?

From **September 2025**, the Government has expanded its Working Parent Entitlement so that working parents in England with children as young as **9 months old** can access up to **30 hours of funded childcare per week** during term time. This means that eligible families will be able to receive support with childcare costs much earlier, helping parents to return to work or increase their working hours while ensuring children benefit from high-quality early education from infancy through to school age.

For further information about funding please visit [30 hours childcare for eligible working families in England | Best Start in Life](#) . It's quick and easy to apply.

2-Year-Old Funding (Think2 Scheme)

Some children may be eligible for **15 hours of funded childcare per week (term time only)** from the term after their second birthday.

This is available through Staffordshire County Council's *Think2* scheme and is aimed at families who meet certain eligibility criteria (such as those in receipt of specific benefits or where children have additional needs).

- Parents must **apply online** via Staffordshire County Council to check eligibility.
- [Funded 2 year places - for families receiving support - Staffordshire County Council](#)
- Once approved, you will receive a **funding code** which must be given to the school office.
- If your child is not eligible, fee-paying places for 2-year-olds are also available.

How to apply:

We encourage you to visit our nursery to see what we have to offer. Please call the school office to arrange an appointment, or you can email Mrs Campbell, ccampbell@gorsemoor.staffs.sch.uk. Children are of course welcome to come and have a look around too!

If you would like to apply for a place in our nursery, please complete the online nursery application form. The link for the application forms can be found on our school website, www.gorsemoor.staffs.sch.uk/admissions.

To take up the place, parents must notify the school of their acceptance of the place by the date stated on the offer letter. We will provide further information once the place has been accepted.

Spring/summer term admissions:

If places are available during the spring or summer term, they will be offered to children who are interested and on the waiting list. Our nursery manager will be in touch directly with the parents/carers of the children. Parents/carers and children will be invited in to visit the setting and get to know the staff. Funding for nursery is available for all children the term after their third birthday. Please see the table below for further information.

Birthday when child turns two	When a funded place can start
1 January - 31 March	funded places can start in the summer term (from 1 April)
1 April - 31 August	funded places can start in the autumn term (from 1 September)
1 September - 31 December	funded places can start in the spring term (from 1 January)

Important: If you have registered for funding for your child from 9 months of age, they will be eligible to start in our Leafings class once they turn two.

Please note: Attendance at the Nursery **will not guarantee** admission to our Reception class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority and all information can be found by visiting the Staffordshire County Council website: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>