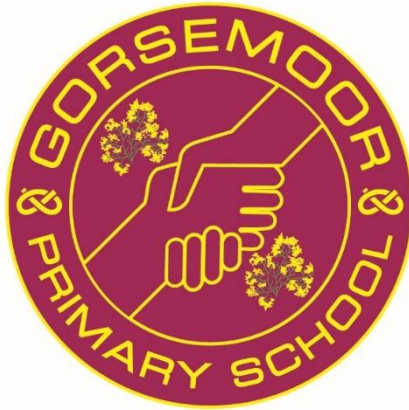




Growing together, hand in hand

Nursery Admissions Policy

September 2026

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

We offer Early Years provision for children from **2 years of age** through our dedicated **Leaflings** provision and our Pre-School Nursery provision for children aged **3–4 years**.

Our Leaflings provision is for children aged 2–3 years and currently offers a maximum of **15 morning places and 15 afternoon places**. A child who is eligible for 30 hours of funded early education may access both a morning and an afternoon place, meaning that one child may occupy both a morning and an afternoon place. The number of children attending Leaflings at any one time will not exceed the maximum capacity of the provision, taking account of the available space, staffing and health and safety requirements.

Our Nursery provision for children aged 3–4 years currently offers a maximum of **52 morning places and 52 afternoon places**. This capacity is determined by the size of the Nursery learning environment and the health and safety requirements of the provision. A child who is eligible for 30 hours of funded early education may access both a morning and an afternoon place, meaning that one child may occupy both a morning and an afternoon place. The number of children attending Nursery at any one time will not exceed the maximum capacity of **52 children per session**.

Eligible children may access funded early education in accordance with the government's current Early Years funding entitlements and the school's available session arrangements. Funding eligibility does not guarantee a place at Gorsemoor Primary School Nursery or guarantee a particular pattern of sessions. Places and session patterns are subject to availability and the school's admissions arrangements.

Wrap around care is available 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

Nursery admissions are no longer handled by Staffordshire County Council. All nursery admissions are now allocated by the nursery manager at Gorsemoor Primary School and places are allocated by in accordance with this policy. Our Nursery admissions process is open all year round.

Applications for **January 2027** will 'freeze' on Monday 12th October 2026. Places will be allocated during this week, and letters to families will be emailed out on Friday 16th October 2026. 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 2027**, applications will 'freeze' week beginning 8^h March 2027. Places will be allocated during this week, and letters to families will be emailed out on Friday 19th March 2027. 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.

Children in Leafings two-year-old provision:

Children who are already attending Gorsemoor's Leafings 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.

Gorsemoor nursery 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 older 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.

If a child has been admitted the term after they are three, for example in the spring or summer term, meaning that they will still be of Nursery age in the autumn term of the subsequent academic year, then they will **automatically keep their place for the following academic year**. This place must be accepted by the deadline stated in the offer letter. If the place is not required for the following September, then we respectfully ask that parents let us know as soon as possible.

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 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 used to cover lunch club.	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	£4 – payable on Parent Pay	No hours are claimed 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 £18, 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 - £18

Afternoon session – 12:25pm-3:25pm - £18

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.

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 three	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)

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>