



Ibstone CE Primary School

Nursery Admissions Policy 2025-2026

Our Christian Vision:

Nurture, Inspire, Grow

Our vision is to nurture our community enabling all to grow through our Christian values. We inspire everyone to be resilient, confident and courageous whilst developing a lasting love of learning.

'Whatever I have, wherever I am, I can make it through anything in the One who makes me who I am.'
Philippians 4:13

Our associated Christian values:

Love, Courage, Respect, Community and Perseverance

Approved by the Governing Body:

Next Annual Review Date:

Ibstone Church of England Primary School

Welcome to Ibstone! If you are reading this, you are obviously considering our nursery as the right setting for your child to begin their learning journey. This policy aims to provide you with all the information you will need about our nursery and how to apply for a place for your child. As an Ofsted registered early years provider we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department of Education.

Background Information

Prior to compulsory education, every child is entitled to receive 15 hours funded education known as the universal free entitlement from the start of the term following his or her third birthday. This can be in a private nursery, independent school, childminder, preschool or maintained school setting of the parent's choice.

A child is entitled to 15 hours of funded childcare and may additionally be eligible for an extended 30 hours of provision. Please visit the following website for further information:

<https://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=2v7oIng2SVk>

When your child turns 3 years of age, they are eligible for funding:

Turn 3 years on or after	Turn 3 years on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

Here at Ibstone CE Primary School, we have spent much time exploring the ways in which we can meet the needs of our families and give our children the best start to nursery and school life. Therefore, our nursery will offer 15 hours of funded childcare only. If you are entitled to the extended offer of 30 hours, this can be split between multiple providers. The 30 hour codes need to be renewed every 3 months and a family can choose to access their 15 hours extended entitlement with our nursery and use their 15 Universal hours with a different provider.

There is no automatic admission into the Reception class from our Nursery class. Parents/Carers must apply for a school place through their home local authority.

Nursery Information

At Ibstone CE Primary School, we currently have the capacity for 8 children per session. We offer morning sessions and each session runs from 9am until 12pm and an afternoon session which runs from 12pm until 3pm. Children must attend at least 2 days per week, half day or full day.

Our nursery will run within our EYFS setting and children will learn and play alongside our Reception children, they will have access to indoor and outdoor provision and a wide range of activities. There will be times when the children will work just as a nursery group while our Reception pupils access more formal learning opportunities. Our nursery will be run by a level 3 practitioner within our EYFS setting with a qualified teacher and teaching assistant.

Most families will use their Early Years Funding, however parents are also able to pay for additional hours. Please refer to our Appendix 1, Nursery Fees for more information.

There will be an option to drop Nursery children off alongside school aged children at 8.45am. There will be a daily charge of £2.50 for this service, this will be invoiced monthly.

Admission into Ibstone CE Primary School

It should be noted that admissions to any nursery, even those attached to a school, does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education.

How to apply for a place at our nursery

If you would like your child to attend our nursery, you must complete an initial application form and send or bring this into school.

Parent Provider Agreements (PPA)

As a requirement of funding, parents are required to complete a PPA Form (PPA-U for those accessing Universal and PPA-E for Extended hours) which is the contract between the provider (Ibstone CE Primary School) and the parent and this form is needed in order to access the funded hours.

Admissions Arrangements

Admission to our nursery is managed by the school and is the responsibility of the Governing Body as delegated by the Local Authority.

- A child will be admitted into our nursery the September after their third birthday.
- A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- A child's intake into Nursery may be staggered over two or more weeks.
- Any spare places will be allocated during the year, as they become available.

Nursery Admissions Criteria

It is our intention to make our nursery class accessible to all children and their families. We aim to ensure that all children access the nursery class through open, fair and clearly communicated policies. We want children to feel safe, happy and loved. Our nursery class is open to every family in the community. We welcome children regardless of their gender, special educational needs, disabilities, background, religion or ethnicity.

Nursery Class Admission Rules

Children with an Education, Health and care (EHC) plan naming Ibstone CE Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and previously looked after children. (*see note 1*)
2. Children who have exceptional medical, or social needs supported by written evidence from an appropriate professional. (*see note 2*)
3. Children whose normal address means they are living within the catchment area of the school. (*see note 3 & 4*)
4. Children living outside the catchment area of the school, with a sibling who are attending the school at the time the application is made. (*see note 5*)
5. Children living outside the catchment area of the school, with a sibling who formerly attended the school for a period of at least two years.

6. Children who qualify for Early Years Pupil Premium (*see note 6*)

7. Other children

Once the above rules have been applied then any further places will be offered in distance order; using the distance between the child's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight-line distance.

The straight-line distance definition: is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use'.

Where there is one place but two identical distance measurements the school will use a random allocation process which will be carried out in the presence of an independent witness.

Decisions

Decisions to offer a place will be made before May half term. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Decisions will be final and there is no right of appeal. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Parents should email the school office or return the acceptance form to the school office by the date given in the letter.

Settling In

To ensure that pupils feel secure and settle into the nursery class confidently, we offer an induction session in the term prior to the children starting with us, a pre-arranged home visit and a staggered entry process over the first two to three weeks of the term.

Attendance

Children offered a place in our nursery will need to attend at least two sessions per week. Consistent attendance on a regular basis is expected of all children.

Transition from nursery to school

All parents and carers must be made aware that a place in the nursery will not guarantee a place in the school and that they must still go through the correct Local Authority Admissions Procedure.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school.

Nursery staff will send on reports and other agreed records to other schools as appropriate.

Explanation of terms used in the admission rules

Note 1: Definition of Looked After Children and Previously Looked After Children

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below.

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

Note 2: Exceptional Social and Medical process

A panel comprising education professionals will consider the applications under this rule on receipt of written information from the parent indicating their reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

Note 3: School Catchment Areas

A map of the catchment area is available on the school website www.ibstoneschool.org.uk

Alternatively, the primary school catchments can be viewed via the 'Find my child a school place' mapping service at: <https://services.buckscc.gov.uk/school-admissions>

Note 4: Definition of normal home address (more detail is available in the guide)

This is the child's home address. This must be where the parent or legal carer of the child and the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week.

Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents
- which parent is in receipt of child benefit
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position.

Note 5: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

Note 6: Definition of Early Years Pupil Premium entitlement

3- and 4-year-olds in state-funded early education will attract Early Years Pupil Premium (EYPP) funding if they meet at least 1 of the following criteria:

Their family gets 1 of the following:

- [Income Support](#)
- income-based [Jobseeker's Allowance](#)
- income-related [Employment and Support Allowance](#)
- support under [part VI of the Immigration and Asylum Act 1999](#)
- the guaranteed element of [State Pension Credit](#) [Child Tax Credit](#) (provided they're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190)
- [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- [Universal Credit](#)
- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
 - an adoption
 - a special guardianship order
 - a child arrangement order

It is the responsibility of the governing body of the school/nursery school to establish a child's eligibility to EYPP and this can be done once the PPA has been signed.

Appendix 1: Ibstone CE Primary School Nursery Fees

Session charge 9am-12pm/12pm-3pm If not covered by Early Years Funding 15/30 hours	£19.50 for all half day booked sessions and £39 for a full day session (this will be charged monthly) Absences due to illness, missed sessions and holidays are chargeable.
Early Drop off at 8.45am or late collection at 3.15pm(must be booked in advance)	£2.50 per session and £5 for both per day

Please note, nappies, nappy cream and wipes are not included within the fees and parents/carers are requested to provide these for their children, if required.

Prices shown are for regular bookings made in advance of the half term they are booked for.

Additional fees invoices will be sent monthly.

Appendix 2: Late Fees and Collection

The nursery has a duty of care to ensure that collection of young children is made at the agreed time or within normal nursery opening hours. We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with staff the arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

All parents/carers will be given a ten-minute grace period on late collection of their child. If your child(ren) remain uncollected 10 minutes over the set time, no late fee will be charged unless this becomes a regular occurrence.

If your child(ren) remains uncollected for more than 15 minutes, staff will contact the first emergency contact on your child's contact details. Late fees will be charged at £20. Late fees will be added to your account and collected with the next fee invoice.

Note, all late charges are at the discretion of the nursery and are per child.