



ASHFIELD INFANT AND NURSERY SCHOOL

Nursery Admissions Policy 2025-2026

Policy Details:	
Date Written:	June 2025
Proposed review date:	June 2026
Headteacher Signature:	<i>A. Bony</i>

Our Nursery provision accepts children during the term after their 3rd birthday and can provide for a total of 30 children.

Nursery have free flow access to the outdoors to a secure area and are also able to access the wider school grounds as part of their forest and PE provision.

Children can join AINS at three points during the year, September, January and April, providing there are places.

The deadlines for applying for a place at Nursery are:

When your child turns 3	Application Deadline
1 January to 31 March	10 January (to start April)
1 April to 31 August	13 April (to start September)
1 September to 31 December	23 September (to start January)

When application forms are submitted to the school, the office manager numbers them and files them according to the order in which they have been submitted.

Parents are then contacted once the deadline has passed to inform them if places are available, asking them to confirm they wish to take up the offer.

If there are more applicants than there are places available, school sends the applications to the county admissions team, and they allocate places according to their admissions procedures.

Organisation of 15 and 30 hours

The expectation in our Nursery is that children who are 15 hours children attend for the full 15 hours, attending for five, three hour sessions a week. We are not able to offer any flexibility with our 15 hour offer e.g. different hours each week or on demand, as staffing has to be organised in advance.

Occasionally, some children who are entitled to 30 hours, take much longer to settle into the Nursery for a variety of reasons. At the discretion of the head teacher, it may be possible for these children to 'build up' to their full time hours beyond the usual transition period.

Parents of children already in Nursery in September, who are entitled to 30 hours are given the opportunity to extend their hours, prior to the new intake. This then determines how many places are available for January.

This is repeated in Spring term. Parents are invited to extend their hours prior to places being allocated to the April intake. The deadline for parents to extend their hours in the Summer term is February.

Parental requests to extend their hours are dealt with on a 'first come, first served' basis e.g. it may not be possible to offer extended hours to later applicants.

The Nursery sessions are from 8.30 – 11.30 and 12pm to 3pm.

Parents who wish their children to attend both sessions as part of their 30 hours entitlement, can opt to purchase a school lunch or provide a packed lunch. As the lunch session (11.30 – 12pm) falls outside the 6 hours per day for 30 hours entitlement it is not funded, therefore there is a charge for care, at £2.00 per day. This is again optional. Parents can choose to take their child out for lunch and return for the second session.