

Kinoulton Primary School

Nursery Admission Policy

At Kinoulton Primary, our aims are

- To ensure access and entitlement to the benefits of high-quality child-centred Nursery on a fair and equitable basis.
- To help promote consistency of practice and procedure between F1 education, EYFS and Key Stage 1.
- To ensure that all children who gain a place will fully benefit from an excellent EYFS education.
- To provide a high-quality child-centred Nursery for children and families in our local community within a school setting, resulting smooth transitions for children when starting school.

Nursery Session Options

All children aged 3 and over are entitled to 15 hours of government funded nursery education per week. Working parents may be eligible for an additional 15 hours, a total of 30 hours, if they meet specific criteria. To access funding you need to apply through the GOV.uk website and provide us with the resulting eligibility code prior to your child starting school. At Kinoulton Primary School, we can offer 30 hours of government funded education which covers 4.5 days during term time hours (38 weeks). Children who do not wish to attend for the full 30 hours will be able to split their hours between Kinoulton and another setting if needed. We do ask for a minimum of 1 day (6.5 hours) be used at Kinoulton. If parents would like additional sessions to their funded hours, there will be an option to pay directly for these (see below for costs).

Parents will be asked to preference the number of sessions required on the Expression of Interest form which is sent to them when they first enquire about an F1 place. Whenever possible, the first preference of sessions will be offered, but these will be allocated subject to availability and are not guaranteed. If the preferred days are unavailable, the child will be offered an alternative day/session.

Admissions to the Nursery will take place 3 times a year on a termly basis: at the start of the Autumn term, the Spring term and the Summer term. All applications need to be submitted to school the half term prior to the child's anticipated start date at the latest. If there is a full intake of children in the Autumn term, additional spaces will be offered to the children on the waiting list as availability arises.

Admissions Criteria

The Nursery at Kinoulton Primary School has an admission number of 10. The school will offer children a place in the Nursery at the beginning of the term following their third birthday, according to the criteria outlined below. Within each of the criteria, places will be allocated based on catchment area and proof of date of birth and home address will be needed.

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling attending the school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a sibling attending the school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

Nursery Expression of Interest Log

The school will maintain a list of the name, address and telephone number of parents who are interested in a place in the Nursery for their child, together with the name and D.O.B. of the child and the date of registration.

The list will not operate places on a "first come, first served" basis. The length of time children are on the list for in no way influences the decisions about offers of places.

Parents will be sent an information e-mail the term prior to their starting date. The information e-mail will confirm availability of places based on our admission criteria. Parents must confirm acceptance of the offer of a place by the confirmation date stated; the failure to meet this deadline may risk the offer being withdrawn.

Parents will be offered the opportunity to visit the setting prior to the child's start date and the children will be offered a settling in session which parents can attend if they wish. Prospective parents and children are welcome to visit Kinoulton Primary School at a mutually convenient time.

Waiting List

If a parent has a preference of only the minimum amount of sessions per week with the intention of increasing hours as the child gets older, we are unable to guarantee a full time place for that child (unless they have given their full 30 hours to our setting). Once places have been allocated, and where it is not possible to offer some children a part/full-time F1 place, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above).

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a F1 place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

Should children on the waiting list meet the same criteria for admissions, e.g. all children on the waiting list are living in catchment with a sibling, a place will be allocated to the oldest children on the waiting list, providing that the child has passed his/her third birthday.

Right of appeal

As F1 provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

Decisions to offer a place will be based on the criteria and procedures laid out in the Nursery Admissions Policy. Parents can refuse the offer made.

Attendance and Loss of a F1 Place

If a child's attendance and/or punctuality is poor or erratic, the EYFS lead will arrange a meeting with parents/carers to remind them that, for the child to benefit fully from F1 education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder.

If, after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified in writing of the loss of place.

If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the outcome will be sent to the parent/carer.

If children are going on holiday during term time, families must notify the school office and complete a Leave of Absence form. Holidays for the F1 aged children are authorised by the Headteacher. Any absence will still be charged.

Transfer from F1 into Reception (F2)

All parents and carers must be aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Nottinghamshire County Council admissions procedure.

Nursery Fees as of September 2026

Hourly rate	£6.50
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Full Day	£45
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Morning session only	£23
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Lunch session	£10
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Afternoon session only £13

School lunch can be provided at an additional cost of £3.80 per day.

Any trips or visits will be an additional charge.