

Nursery Admissions Policy 2025-2026

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	June '24	NR	June '24		Added DCAT front page.
2	June '25	NR	July 2025		Amended 15 hours sentence on page 2

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

Date Agreed:	July 2025
Review Date:	June 2026
Type of Policy:	Academy Policy



St. Margaret's CE Primary School
The Mardens, Ifield, Crawley, West Sussex RH11 0AQ
Telephone 01293 421080

Headteacher: Mrs Jill Hine B.Ed. (Hons), NPQH
Nursery Manager: Mrs Nichola Rea
Loving God~Serving others~Fulfilling our potential



Admissions Policy

We operate an inclusion and equality policy and ensure that children have access to childcare places and services irrespective of their gender, race, disability, religion or belief.

NUMBERS ATTENDING

The Nursery is registered with Ofsted to take up to 36 children per session (8.30-16.30) Monday to Friday, term time only. The Nursery can take a maximum of 20 children during the lunch period (11.30 -12.30).

A child can be considered for a place in our Nursery from the September following the child's 3rd birthday.

If spaces are available these will be offered to 2 year olds who turn 3 between September 1st and 31st December of the school year.

The number of 2 year olds will be capped at a maximum 5 and offered on a first come first served basis.

ALLOCATION

Applications need to be received by 31st January to be considered for a place in the following September intake.

The following criteria are used to determine and allocate the places. This is on a first come first served basis.

Priority will be given to:

1. **Full time** children with a sibling attending St Margaret's School and Nursery (8.30-3.30 5 days a week)
2. Children eligible for **30 hour funding**
3. Children eligible for **15 hour funding**
4. 'Children we care for' in the community
5. Children with Special Educational Needs and Disabilities
6. All other applications

REGISTRATION AND WAITING LIST

Applications can be received as soon as parents/carers wish to register their interest. An application receipt will be issued. Please be aware that the completion of the registration form does not guarantee a place in the Nursery.

To register your child:

1. Collect an application form from Nursery, main school reception or download from the St Margaret's School website.
2. Complete the application form.
3. Return your completed form together with your child's original birth certificate or passport to the school office or Nursery. (Once the original has been seen, a copy will be taken.)
4. Deliver or send to St Margaret's Nursery.



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SESSIONS AND COSTS

Days	Time	Sessions available	Select sessions you would like.
Monday to Friday	8.30 - 3.30/4.00 or 4.30	<ul style="list-style-type: none"> • Full-time space 5 days a week 8.30-3.30 • Additional daily charge between 8.30-9.30 charged at £6.50 per day • Can be extended to 4.00/4.30 at an additional £3.25 per 30 minutes 	3.30 4.00 4.30
Monday to Friday	9.30 - 3.30/4.00 or 4.30	<ul style="list-style-type: none"> • 30 hour funded space 9.30-3.30 • Can be extended to 8.30-3.30 at a charge of £6.50 per day. This charge will be £6.50 per day regardless of days attended and number of funded hours used. • Or to 4.00/4.30 at an additional £3.25 per 30 minutes 	9.30-3.30 8.30-3.30 4.00 4.30
Monday to Friday	8.30 - 11.30	<ul style="list-style-type: none"> • 15 hours funded • Can be extended to 12.30 at an additional cost of £6.50 per day • 15-hour funding can be used across mornings or afternoons or 2.5 days (day sessions will be 9.30-3.30 can be extended to 8.30-3.30 at a charge of £6.50 per day) • Can be extended to 4.00/4.30 at an additional £3.25 per 30 minutes 	11.30 12.30 2.5 days
Monday to Friday	12.30 - 3.30	<ul style="list-style-type: none"> • 15 hours funded • Can be extended to 4/4.30 at a cost of £3.25 per 30 minutes per day 	3.30 4.00 4.30

ACKNOWLEDGEMENT

The nursery currently has 3 intakes a year (September, October and January) spaces are allocated the previous March.

A written offer will be sent to you as soon as a place is available. You must accept your child's place within 2 weeks of the dated email otherwise the place will be allocated to the next child on the list. Applications will be reviewed regularly and places will be offered in line with availability.

CONTINUITY

Once a child has been accepted by the Nursery, parents can be confident that the place will be allocated for the child for as long as it is required. Existing children will be offered spaces for the following September in the February of the same year.

ATTENDANCE

Funding from West Sussex is paid on a participation basis; therefore, it is important that children are in attendance for the sessions allocated and agreed on their Funding declaration form before the Autumn, Spring or Summer Headcount weeks. (exceptions maybe made for short term sickness or planned holiday)



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If children are frequently absent, absence is poor or is for a prolonged period without verbal or written notification to the setting. (which may be requested as part of the audit to support the claim for your child), we may need to follow our Policies and contact WSCC about whether it is appropriate to continue to claim public funds for the Child.

It must be emphasised that attendance at the St Margaret's Nursery does not guarantee a place at St Margaret's School or any other primary school. Attendance at the Nursery has been included in the admissions criteria for entry into St Margaret's school from September. Further information can be obtained from the Admissions Officer, County Hall North (Parkside), Chart Way, Horsham, West Sussex, RH12 1XH (telephone 03330142903).

FUNDED ENTITLEMENT

Parents that will be in receipt of 3 or 4 year-old Funded Entitlement (FE) funding can access between 15 - 30-hour funding per week and extend the sessions outside of these hours where available at a cost of £6.50 per hour. We offer a maximum of twenty 30 hour funded spaces; remaining spaces will be offered at 15 hours.

30-hour spaces will be allocated but not confirmed until a 30 hour code has been received by the nursery. Should you not be awarded 30 hours funding then you will be offered a 15-hour space and your place will be reviewed in line with our Admissions criteria. You are of course welcome to pay the additional hours.

Parents wishing to use 2 year-old funding will be able to access their 15 hour funding for children who turn 3 between September 1st and 31st December of the school year. There are a maximum of 5 spaces.

For more information about Early Years Funded Entitlement please see or Our Early Years Funded Entitlement Policy

[Early Years Funded Entitlement for Working Families - West Sussex County Council](#)

EXCLUSIONS

Every effort will be made to integrate all children and to promote positive behaviour, the Nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialist advisors. In the rare case of this being necessary, the unused balance of fees will be reimbursed.

In extreme cases where continued absences occur without just cause your child will lose their place at our Nursery and it will be offered to another child.

CHILDREN WITH SEND - SCHOOL DEFERRAL OR DELAYED SCHOOL START

Parents or carers who wish to delay or defer their child's school start must apply via West Sussex Admissions service.

If a delayed or deferred school start is agreed by West Sussex this does not mean that a child can automatically stay within St Margaret's Nursery for an additional year.

NOTICE FOR REMOVING YOUR CHILD FROM NURSERY

The notice period for withdrawing your child from Nursery or making any changes to the number of sessions is 4 weeks. This needs to be by letter or email.



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Dear Parent/Carer,

Thank you for the interest you have shown in our Nursery. A child can be considered for a place in Nursery from the start of the academic year following the child's third birthday. If spaces are available these will be offered to children who are 3 within the term.

If you would like to apply for a place at our Nursery please see the checklist below.

- Please complete the application form, ensuring you have stated which criteria your application fits into.
- Return your completed form together with an original child's birth certificate or passport to the school office or Nursery. (Once the original has been seen, a copy will be taken.)
- All applications must be returned by January 31st to be allocated for the following September intake.
- The 'allocation of sessions' process begins in February. You will be informed if you have/have not been allocated a space by the end of March of that same year.
- Please update and inform the Nursery if you have any changes to your contact details.
- Please contact the Nursery if you would like to book an appointment to view the Nursery.

We hope the above information helps you with your application.

Yours sincerely

Nichola Rea

Nursery Manager



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Nursery Application Form

Please complete this form in capital letters and return in a sealed envelope to St Margaret's Nursery with a copy of your child's birth certificate.

Child's surname:		Child's first name:	
Child's Date of Birth:		Male/Female	
Address:			
Contact email address:			
Telephone Number:			
First Parent/Carer name:		Mobile number:	
Second Parent/Carer name:		Mobile Number:	
Child's First Language:		Ethnicity:	

All applications need to be received by 31st January to be considered for a place in the following September intake. The following criteria is used to determine and allocate the places. Please indicate below the criteria category your application applies to:

- Full time** children with a sibling attending St Margaret's School and Nursery (8.30-3.30pm, 5 days a week)
- Children eligible for **30 hour funding**
- Children eligible for **15 hour funding**
- 'Children we care for' in the community who do not meet above criteria
- Children with Special Educational Needs and Disabilities who do not meet above criteria
- All other applications

Please circle:

1	2	3	4	5	6



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Please give more information as to why you feel your child qualifies for the criteria you selected

Preferred start date (please circle):

September 2026	September 2027	September 2028
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Please tick below the sessions that you would prefer for your child. All sessions are term time only.

Days	Time	Sessions available	Select sessions you would like.
Monday to Friday	8.30 - 3.30/4.00 or 4.30	<ul style="list-style-type: none"> ● Full-time space 5 days a week 8.30-3.30 ● Additional daily charge between 8.30-9.30 charged at £6.50 per day ● Can be extended to 4/4.30 at an additional £3.25 per 30 minutes per day 	3.30 4.00 4.30
Monday to Friday	9.30 - 3.30/4.00 or 4.30	<ul style="list-style-type: none"> ● 30 hour funded space 9.30-3.30 ● Can be extended to 8.30-3.30 at a charge of £6.50 per day. This charge will be £6.50 per day regardless of days attended and amount of funded hours used. ● Can be extended to 4/4.30 at an additional £3.25 per 30 minutes per day 	9.30-3.30 8.30-3.30 4.00 4.30
Monday to Friday	8.30 - 11.30	<ul style="list-style-type: none"> ● 15 hours funded ● Can be extended to 12.30 at an additional cost of £6.50 per day ● 15 hour funding can be used across mornings or afternoons or 2.5 days (day session 9.30-3.30) Can be extended to 8.30-3.30 at a charge of £6.50 per day) 	11.30 12.30 2.5 days
Monday to Friday	12.30 - 3.30	<ul style="list-style-type: none"> ● 15 hours funded ● Can be extended to 4/4.30 at a cost of £3.25 per 30 minutes per day 	3.30 4.00 4.30



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Please see the Nursery Admissions Policy for further details in regard to the admissions process. You can access this on the St Margaret's C of E Primary School website or please ask for a copy in Nursery.

A receipt will be issued when the application has been handed in.

Signature of Parent/Carer:			
Name (please print):		Date:	

For further details please contact:

Mrs Nichola Rea, St Margaret's Nursery, The Mardens, Ifield, Crawley,
 West Sussex,
 RH11 0AQ
 01293 421080
stmagsnursery@stmagsifield.co.uk

Nursery Use Only

Date received:		Staff Initials:		Receipt No:	
I.D. number:					