



*Together we learn for life*

## Acorns Nursery Admissions Policy 2025/2026

The LGC Governing Body is the Admissions authority for our Nursery. Parents/Carers wishing to apply for a place must complete an application form and submit it directly to the Nursery.

Sessions are flexible, depending on availability: from 9am-12pm or 12pm-3pm

We offer:

- 15 hours free early years entitlements (Early Learning for 2 year olds – formerly known as FEET funded), term time only for eligible 2 year olds, from the term after their second birthday;
- 15 hours' Universal funded sessions for 2, 3 and 4 year olds; All children will be eligible for admission to a nursery class in the term **after** they turn two years old, subject to an application being made and places being available;
- 15 hours additional 'Working Entitlement' places (30 hours) for eligible families funded offer (where eligible) from 9am-3pm
- Private funded sessions flexible 9am-12pm or 12pm-3pm as a 'top up' to 30 hours (2 year olds from their second birthday);

Lunch, nappies and wipes are to be provided by the parent.

Any child who is offered a place at two years old will automatically have a right to a place at three years old until they transfer to a Reception class.

If the Nursery is over-subscribed, places will be offered as follows:

- a) Looked after and previously looked after children;
- b) Exceptional social/medical need;
- c) Children who will have a sibling attending the nursery or the main school at the time of admission;
- d) Children who will turn four during the school year prior to reception year.

Where the category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school. (If our Nursery is oversubscribed, we will maintain a waiting list in the order of criteria listed above).

### Procedures for admission

We will inform parents/carers of the outcome of their application by letter or email. Parents/carers must confirm acceptance directly with the nursery by the date stipulated in our written correspondence. Any fees, where applicable, are payable prior to the agreed start date. Invoices will be raised termly and **MUST** be paid for in advance.

Contact should be made via [nursery@hamseytl.co.uk](mailto:nursery@hamseytl.co.uk).

Amended March 2026

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Website: [www.AcornsNursery.co.uk](http://www.AcornsNursery.co.uk)



If the nursery closes due to unforeseen circumstances e.g. national lockdown/pandemic:

- If a full closure occurs, then a credit note will be added to the accounts;
- If nursery remains open and the parent chooses not to bring their child, then fees will be charged at 50% for the duration of pupil absence.

Notice period for children leaving

At least one full term's notice is required before a child is withdrawn (other than for moving up to primary school). Fees will be payable if a child is withdrawn sooner.

**Parents/carers are advised that admission to a school's nursery does not guarantee admission to the Reception class at our school. Applications for Reception must be made on-line via the relevant council authority and be submitted by the statutory deadline in order to be considered.**