



Grove Vale Primary School

Nursery Admissions Policy

March 2026

Approved by:		Date:
Last reviewed on:	March 2026	
Next review due by:	March 2028	



Introduction

Grove Vale Primary School is committed to providing high-quality early years education in a nurturing, inclusive and developmentally appropriate environment. Our school-led nursery supports children aged 3–4 and offers both universal 15-hour provision and an extended 30-hour offer for eligible families.

This policy outlines the admissions processes, eligibility requirements, operational procedures, and expectations relating to our nursery, drawing on established best-practice models from regional school nursery policies.

Grove Vale Primary School also offer free 30-hour places for 24 children. If you think you may be eligible for this, go to www.childcarechoices.gov.uk to apply for 30 hours funding.

Nursery Provision at Grove Vale

Hours of Operation

- **30-Hour Provision:**
8:30am – 2:30pm, Monday to Friday (6 hours per day)
- **Universal 15 Hours:**
8:30am – 11:30am or 12.30pm – 3:30pm, Monday to Friday (3 hours per day)

Capacity

Nursery provision is staffed to accommodate up to 24 children in the 30-hour setting, in accordance with safe staffing ratios.

Entitlement Start Date

Children may start nursery from the term after their 3rd birthday, subject to availability.

Admissions

Application Process

- Application forms are available from the school office or on the Grove Vale website.
- Applications for a September start must be submitted by the last Friday in February, following the timeline model used in other local policies.
- Offers for September intake are issued in April, in line with common regional practice.
- A valid 30-hour code must be issued by 31st August for a September start.

Acceptance of Places



Parents must sign and return acceptance documentation by the date stated on the offer letter. Failure to do so may result in the place being withdrawn.

Eligibility for 30-Hour Provision

A 30-hour place is only available where families have:

- A valid 11-digit government-issued eligibility code
- Eligibility confirmed through Childcare Choices systems (as per government criteria also reflected in similar school policies). childcarechoices.gov.uk

Further information and guidance can be found on the Local Authority site [30-hours-free-childcare-early-education-3-4-year-olds-extended-entitlement](#)

You and your partner (if you have one) must each expect to earn at least:

- £2,539.68 before tax if you're aged 21 or over (equivalent to £195.36 per week)
- £2,080 before tax if you're aged 18 to 20 (equivalent to £160 per week)
- £1,570.40 before tax if you're under 18 or an apprentice (equivalent to £120.80 per week)

This is equivalent to the National Minimum Wage or Living Wage for 16 hours a week, on average.

This table may help you identify if you meet the required income threshold:

Your age	Yearly	3 months	Weekly
21 and over	£10,158	£2,539.68	£195.36
18 to 20	£8,320	£2,080	£160
Under 18 or an apprentice	£6,281	£1,570.40	£120.80

You can earn up to £100,000 [adjusted net income](#) per year and be eligible.

It is the responsibility of the parents to determine their eligibility for the 30 hour funding. Places for 30 hours will only be offered, where available, on proof of eligibility (e.g. providing school with the 11-digit eligibility code). It is the parent's responsibility to maintain eligibility and renew codes.

Admissions Criteria

Where applications exceed places, the following criteria are applied, adapted from Sandwell MBC [School Policies | Grove Vale Primary School](#):

1. Looked After Children or previously looked-after children.
2. Children with a sibling attending Grove Vale Primary at the time of admission.



3. Distance from school, measured in a straight line.

Those children who cannot be offered places will be placed on a waiting list. Places which become available will be allocated to children using the admissions criteria above. Children whose applications have been received after the deadline (last Friday in February) will also be placed on this waiting list, with the same criteria for admission being applied. As nursery attendance is non statutory, school places will be allocated in line with parental preference and operational needs.

Late Applications

Late applications will be considered after on-time applications unless exceptional circumstances apply (e.g., family relocation).

Pre-Admission Procedures

Stay and Play sessions:

Stay and play sessions for Nursery new starters will take place in the Summer Term. Confirmation of dates to attend will be included in the offer letter sent out.

Documentation

Parents must provide their child's birth certificate or passport before admission to confirm date of birth and parental responsibility.

Attendance Expectations

In order for a child to feel confident and happy in their learning environment, good attendance is essential and, as such, attendance will be monitored regularly. Regular attendance is expected. If a child is absent for two consecutive weeks without contact, the school may review whether the place is still required.

Lunch Arrangements

Children attending the 30-hour provision must bring either:

- A packed lunch, or
- A paid, pre-ordered school meal from our caterers, Dolce.

Lunches must meet our health and safety and allergen policy requirements.

Wrap-Around Care (Extended Provision)

- Extended care is available 2:30pm–3:30pm at £5.00 per day from 1st April 2026 – 17th July 2026. Prices will increase to £6.00 per day from 1st September 2026.
- Days must be fixed for the whole term.
- Payment is required whether or not the child attends, consistent with standard childcare charging principles.



- Payments are made via parent pay from April to July and from Arbor from 1st September 2026, with termly amounts calculated as:

April – July 2026	1 st September 2026
£25 per week	£30 per week
£900 annually for 36 weeks	£1080 annually for 36 weeks
£300 due at the start of each term	£360 due at the start of each term

Failure to pay may result in withdrawal of the extended care place. Further guidance can be found on Gov.uk <https://www.gov.uk/help-with-childcare-costs>.

Payments and Arbor Use

Parents must ensure:

- Weekly payments are made on the date specified on ParentPay between April & July. Arbor from 1st September.
- All balances are cleared by the end of each billing period (Termly).
- Payments remain up-to-date even if the child is absent due to sickness or holiday
- Charges do **not** apply on school closure days or bank holidays (Arbor will reflect this)

Staffing

The nursery will be staffed with qualified early years practitioners:

Staffing will include a Nursery Teacher, LSA3 equivalent and any other additional staff required for 1:1 purpose.

Staffing levels ensure compliance with statutory EYFS ratios and high-quality provision.

Transition to Reception

Attendance at Grove Vale Nursery does not guarantee a place in Grove Vale Primary School Reception, consistent with local authority admissions guidelines.

Reception admissions must be made:

- Through Sandwell Local Authority
- By 15th January before the child turns 4

The following link will guide you to the information you need to apply for a reception place in any Sandwell maintained school [Sandwell Admissions](#)

Review of Policy

This policy will be reviewed annually or earlier if:

- Government guidance changes
- Local authority requirements change
- Internal review indicates revisions are required

