



St. Andrew's CE Primary School & Nursery

Nursery Admissions Policy

St Andrew's Church of England Primary School is committed to providing high-quality early years education rooted in our inclusive Christian ethos. Nursery provision forms an integral part of our Early Years Foundation Stage (EYFS) and adheres to all relevant statutory frameworks.

Admission to Nursery is non-statutory and does not guarantee admission to Reception. Families must apply for Reception through Oxfordshire County Council's coordinated admissions process.

Age of Admission

St Andrew's Nursery admits children from 2½ years old. Funded early education begins the term after the child's third birthday, in line with national and local guidance.

Nursery Provision and Sessions

The Nursery operates Monday–Friday, term-time only, offering the following sessions:

- Full day: 9:00am – 3:00pm (6 hours)
- Morning: 9:00am – 12:00pm
- Afternoon: 12:00pm – 3:00pm

Staffing ratios allow up to 30 places each session.

Funding and Attendance Options

St Andrew's accepts the following funding types:

- Universal 15 hours
- Extended 30 hours (with valid HMRC code)
- Self-funded hours
- Combined funded and self-funded packages

Parents must inform the school if their child attends another setting, as this affects funded-hours allocation.

If a parent ceases to meet eligibility criteria for the 30-hour entitlement, the additional hours will continue until the end of the statutory grace period, after which the child's allocation reverts to 15 universal hours.

Additional sessions are subject to availability and are charged at £19.50 per session (morning or afternoon, 3 hours each). This rate will be reviewed for September 2026.

For self-funded nursery hours, parents/carers are required to provide a minimum notice period of six weeks if they wish to cancel their child's place.

All children attending our nursery are required to attend at least five sessions per week to ensure consistency and support their learning and development.



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Application Process

Parents may register their child for the Nursery from birth. Completion of the waiting list form does not guarantee a place; it adds the child to the waiting list.

Parents must notify the school if they no longer require a place.

Allocation of Places

Oversubscription criteria:

1. Children with an EHCP naming St Andrew's.
2. Looked After / Previously Looked After Children, including internationally adopted children from state care.
3. Children with exceptional medical or social needs.
4. Siblings of pupils already attending St Andrew's.
5. Children living within the school's catchment area.
6. All other applicants, ranked by straight-line distance.

Offers of Places

Parents will be contacted when a place becomes available. All Nursery offers will be made in writing and must be formally accepted by parents/carers within the stated timeframe. Failure to accept the offer by this deadline may result in the place being offered to the next child on the waiting list.

A place may be withdrawn if false or misleading information is provided or if attendance is not maintained.

Attendance, Transitions and Settling-In

A phased or shortened settling-in period may be offered.

Regular attendance is essential for continuity and progression. Children are expected to attend the sessions agreed at offer. Where attendance becomes irregular without reasonable explanation, the school reserves the right to review the place.

This policy was adopted by: Chair of Governors	Date: February 2026
To be reviewed: February 2027	Signed:

Written in accordance with: *Early Years Foundation Stage (EYFS) Statutory Framework, Early Education and Childcare Statutory Guidance for Local Authorities (DfE), Oxfordshire County Council*



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Nursery Admissions Guidance, School Admissions Code and associated local authority oversubscription policies.