



Nursery Admissions Policy September 2025

Who we are

Studley Infants' School Nursery is a 56 place, term time only nursery offering early education to children aged 3 and 4. (Information correct at time of writing policy)

Children are able to start the term after their 3rd Birthday. Our Nursery opens from 8.55am-3.25pm, Monday to Friday.

Our Nursery team comprises of three early years trained professionals. The Nursery is part of the school and participates in whole school events where appropriate for the age and stage of development of the children.

We operate an inclusion policy where all children are welcome regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class, as stated in the equal opportunities policy.

Our aim is for children to feel safe and secure in order to develop and learn. We achieve this through the relationships we build and the determination to learn about each and every child. We want to provide the children with the skills they need to make progress through their education, and beyond.

When can my child start?

Our main intake is in September and January, and if we have spaces available, we will have a further intake in April.

We offer 15 Universal hours and 30 hours for working parents who are eligible to apply for this for children aged 3 and 4

Funding starts the term after a child's 3rd Birthday.

When your child turns 3	When funding starts/can start nursery
1 January to 31 March	Term starting on or after 1 April
1 April-31 August	Term starting on or after 1 September
1 September-31 December	Term starting on or after 1 January

Admissions Criteria for the Nursery Unit

We are committed to providing a fair and open admission system to every family. Other matters that are considered in deciding which child can be offered a place in the nursery are as follows.

- Availability of spaces, considering staff/child ratios.
- The date the application was received. Children on the waiting list are given priority.
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing.
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

In order to be considered for a place, an admission form must be completed and returned. Admission forms can be found on our website: <https://www.studleyinfants.co.uk/>

30 Hour places will only be confirmed once an eligible code has been received.

You may be asked to withdraw your child from the Nursery if you cannot ensure that he or she attends regularly.

Please note: Studley Infants' Nursery admission arrangements are different from the main school. Applications for Reception are made via Warwickshire County Council. A place in the Nursery does not guarantee a place in the school.

Nursery admission process

Our intake dates are September and January, and if we have places, also in April. If spaces become available throughout the year, we can start children outside of those dates. **We are not able to start children before their funding has begun.**

To be considered an admission form must be completed. We are not able to guarantee the sessions requested.

Our sessions are offered in the following ways:

Sessions	Start Time	Finish Time	Funded Hours	Optional Additional Costs *Subject to availability Please note, this is an extra cost on top of funded offer.
15 funded hours				
Option 1 AM, Monday to Friday	8.55am	11.55am	15 hours	Option to stay for lunch and afternoon: Extra 3 hours and 30 minutes £25.40 a day
Option 2 PM, Monday to Friday	12.25pm	3.25pm	15 hours	Option to attend morning and lunch: Extra 3 hours and 30 minutes £25.40 a day
Option 3 Blocking Monday, Tuesday all day and Wednesday AM	Monday and Tuesday: 8.55am Wednesday 8.55am	Monday and Tuesday 2.25pm Wednesday 11.55am	15 hours	1) Option to stay until 3.25pm Monday and Tuesday: £4.75 a day 2) Option to add lunch and the rest of the afternoon Wednesday: £25.40 a day
Option 4 Blocking Wednesday PM Thursday and Friday all day	Wednesday 12.25pm Thursday and Friday 8.55am	Wednesday 3.25pm Thursday and Friday 2.55pm	15 hours	1) Option to add on the morning and lunch Wednesday: £25.40 a day 2) Option to stay until 3.25pm Thursday and Friday: £4.75 a day
30 funded hours				
30 hours	8.55 am	2.55pm	30 hours	Option to stay until 3.25pm every day: £4.75 a day £23.75 a week

Optional additional hours are subject to availability.

If only some of the funded hours are wanted, days have to be consecutive and be at the beginning or end of a week. For example, if you only want four days, it has to be Monday to Thursday, or Tuesday to Friday. Should only some of the hours be utilised at Studley Infants' School, we are not able to guarantee all hours in the future, this will be based on availability.

We offer 6 hours of funded early years education a day; 8.55am-2.55pm. Should you choose to not use all funded hours, please note the additional cost will still stand if you want your child to stay until 3.25pm as this is 30 minutes extra on top of the 6-hour offer.

Invoicing

Parents will be invoiced termly (Autumn, Spring, Summer) with the number of funded hours claimed for and any additional hours the parent has requested. Parents will still be invoiced if only accessing the funded hours.

Wraparound Hours

Breakfast Club and Afterschool Club hours are not able to be used as part of 15 and 30 funded hours. This is due to breakfast club and after school club being in addition to the education provided in the nursery. Invoicing for wraparound hours is invoiced and paid for separately.

Any flexibility of offer of hours will be dealt with on a case-by-case basis and at the discretion of the headteacher, however our sessions have been agreed to try and allow some flexibility for the needs of parents/carers, as well as ensure the nursery is full and sustainable.

Additional costs

We ask for a donation of £2 a week. This money helps fund:

- Daily healthy snack provided for the children
- Cooking ingredients
- Non-consumables such as nappy sacks and nappy wipes, spare clothing, extra experiences in addition to the nursery offer, such as visitors to school. *

This will be shown on the termly invoice as voluntary contribution.

**Parents will be asked for a voluntary contribution for trips and educational visitors to school.*

Changes to sessions or cancelling

There is a four week notice period should a parent wish to terminate their contract with us.

Should parents wish to change how the 15 or 30 hours are accessed, they must notify the office via email. Changes are not guaranteed and will be based on current numbers and staffing.

We reserve the right to cancel any payable hours in the event an invoice is not paid. In this instance the child will only be able to access their funded hours.

If a child is absent and we have not had any contact from parents for 5 days, and contact cannot be made, we will assume a place is no longer needed and terminate the contract.

If a child's attendance is causing concern, a conversation will be arranged with parents to ascertain the reason behind inconsistent attendance. School reserve the right to remove a place if we believe the hours are not being used.

Oversubscribed Criteria

In the event of all places being filled, we will operate a waiting list based upon a policy of first come, first served. To be considered for the waiting list we need a completed admissions form.

Additional Notes:

Attendance at the nursery will not guarantee admission to our Reception Class. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery will be admitted to our nursery setting if we feel able to meet need. This may reduce the number of places available to other applicants. If places become available, they will be offered to the child at the top of the waiting list. There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the governing bodies' complaints procedure.

Information correct as of June 2025