



## Chulmleigh Academy Trust Primary Schools

# Nursery Admissions Policy

<b>Policy Updated:</b>	04 June 2025
<b>Policy Review Date:</b>	Summer 2026

As a multi academy trust , Chulmleigh Academy Trust (the Trust) is the admission authority for the schools in the Trust and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications and setting their own oversubscription criteria.

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## 1. The Ethos of Trust Primary Schools

- 1.1. Here at the Trust Primary Schools (Chulmleigh Primary School, East Worlington Primary School and Lapford Community Primary School), we believe that we should all do our best. We encourage our pupils to do their very best in all that they do, and equally, our staff to do their best for the pupils in their care.

Our school and Trust values are 'Compassion' 'Ambition' and 'Teamwork'. These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family. By the time our pupils leave us, they are ready to do their best at secondary school.

## 2. Early Years Funding

- 2.1. Current funding schemes guidance:

### Free education and childcare for 2-year-olds if you claim certain benefits

[Help paying for childcare: Childcare you can get help paying for \('approved childcare'\) - GOV.UK](#)

### Free childcare if you're working – from 9 months onwards

[Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](#)

- 2.2. Parents can check to find out what funding they are entitled to receive through the Government's [Childcare Choices website](#).
- 2.3. If your child is two you should also use the [Citizen Portal](#) checker to see if you can get a funded place for your two-year-old before you make an application.

Would you like:

- to give your child a head start?
- to be able to go back to work?
- to give your child high quality learning and care?
- to have some time for yourself?

Check out if your 2-year-old can get 15 hours of childcare per week at a preschool, childminder or nursery - **and at no cost to you!**

Visit: [devon.cc/tyf](https://devon.cc/tyf) 

Call: 0345 155 1013

You can also check if your child can have a free meal if they go to a nursery in a school!

For further information and terms and conditions visit:

[devon.cc/childcaretyf](https://devon.cc/childcaretyf)

From the Early Years and Childcare team



- 2.4. If a parent is eligible for both 2-year-old-funding schemes the (**free education and childcare for parents getting benefits** and **targeted 2-year-old funding for working parents**) the school will claim the benefits related two-year-old funding.
- 2.5. We expect to admit children who will be using their Early Years Funding, children whose parents are buying hours, and those who are both funded and buying additional hours.
- 2.6. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Funding Start Dates

Places are available for children from the age of two years old, however Government funding for two-year-olds starts on a fixed date following their second birthday.

Extended entitlement hours for children aged three and over works in the same way. This is detailed in the following table:

<b>If a child reaches 2 years old (or 3 years old for extended entitlement funding) between:</b>	<b>Funding can be claimed from:</b>
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's
1 September and 31 December	1 January following the child's birthday

Places taken before the date the funding starts will need to be paid for by the parent until the funding commences.

#### 3.1. 9 Months – 2 Years Funding (Applies to East Worlington Primary Baby Unit Only)

The start date for funded hours depends on when you apply for eligibility. **If you apply on time** your funded hours will start the Term after your baby turns 9 months, should you be eligible.

You can apply from when your child is 23 weeks old.

<b>When your child turns 9 months old</b>	<b>When you can get your funded hours from</b>	<b>Deadline for Applying</b>
<b>Between 1 September to 31 December</b>	Term starting on or after 1 January	31 December
<b>Between 1 January to 31 March</b>	Term starting on or after 1 April	31 March
<b>Between 1 April to 31 August</b>	Term starting on or after 1 September	31 August

[Apply for free childcare if you're working - GOV.UK](#)

### 4. Starting School

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

All places offered in Reception in the normal round are for full-time admission in the September following their fourth birthday. This is a legal requirement on schools but not on parents, who retain a right to defer admission.

If a parent defers admission to school and wishes to continue with nursery places after the funding entitlement ends, this will be charged to the parent at our usual rates.

### 5. Extended Hours

- 5.1. Information about extended hours entitlement can be found in Government guidance [Check you're eligible for free childcare if you're working - GOV.UK \(www.gov.uk\)](#)

- 5.2.** Nursery hours outside of the core school hours run alongside the school's before- and after-school provision. These times are:
- 8.00am – 9.00am before school
  - 3.30pm – 6.00pm after school
- 5.3.** The provision within those hours may differ (for children from 2 years old) from the core nursery provision (i.e. between 9.00am and 3.30pm), as there will be older children attending and the adults may be different. As we are not required to have a teacher during these times, they will be staffed by suitably qualified early years practitioners.
- 5.4.** Before and after school childcare provision is available for all children (aged 2-11). The Trust's directors manage this service, and consider these extended services for two-, three- and four-year-olds to be an integral part of the nursery provision. This means that the Early Years Funding for two-, three- and four-year-olds can be offered between 8.00am and 6.00pm making our nursery provision extremely flexible.
- 5.5.** If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do so during any of our opening times, within the available sessions; subject to availability and staffing levels. The cost of these hours will be published on our website.
- 5.6.** Families that require a longer day than we can offer should contact other providers; details can be found at [Get help to find childcare | Brokerage Service, Devon County Council](#)

5.7. The table below sets out our session times:

SESSION Code	SESSION	Hours	8am	9am	10am	11am	12pm	1pm	2pm	3.30pm	4.30pm	5pm	5.30pm	6pm	
A	Breakfast and Morning	4	8am to 12pm												
B	Breakfast, Morning and Lunch	5	8am to 1pm												
C	Breakfast and All Day	7.5	8am to 3.30pm												
D	Breakfast, All Day and After School	8.5	8am to 4.30pm												
E		9	8am to 5pm												
F		9.5	8am to 5.30pm												
G		10.5	8am to 6pm												
H		Morning	3		9am to 12pm										
I	Morning and Lunch	4		9am to 1pm											
J	All Day	6.5		9am to 3.30pm											
K	All Day and After School	7.5		9am to 4.30pm											
L		8		9am to 5pm											
M		8.5		9am to 5.30pm											
N		9.5		9am to 6pm											
O		Lunch and Afternoon	3.5					12pm to 3.30pm							
P	Lunch, Afternoon and After School	4.5					12pm to 4.30pm								
Q		5					12pm to 5pm								
R		5.5					12pm to 5.30pm								
S		6					12pm to 6pm								
T		Afternoon	2.5						1pm to 3.30pm						
U	Afternoon and After School	3.5						1pm to 4.30pm							
V		4						1pm to 5pm							
W		4.5						1pm to 5.30pm							
X		5						1pm to 6pm							

5.8. These are the sessions that you can apply for. We claim funding on this basis. Please note that we cannot offer refunds (whether your place is funded or paid by you) if your child does not attend a session or part of it, for example due to illness, holiday, or if you choose to drop off late or pick up early.

5.9. We will make reasonable efforts to allow for a combination of sessions to enable full access to funded hours.

5.10. We may from time to time change these sessions, but if that happens, we will provide you with as much notice as possible

## 6. Charging

6.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

- 6.2.** A refundable deposit will be charged ahead of the admission date to secure a place for your child. This will be refunded following headcount week when invoices are raised for chargeable hours. Should your child not attend, the deposit would not be refundable.
- 6.3.** The Trust complies with Devon County Council's **Provider Agreement**.
- 6.4.** As the Easter holidays vary from year to year, there is an **end of March deadline** for using Spring term funded hours; **funded hours for the Summer term are used from 1<sup>st</sup> April**.
- 6.5.** Details about buying additional sessions/hours in the nursery are set out in the Academy's **Nursery Payment Policy (Appendix A) published on the website, and which may be subject to change from time to time**.
- 7. Help with the Cost of Childcare**
- 7.1.** Our schools accept childcare vouchers. We accept vouchers from a number of providers; you can enquire of our Finance Department at [finance@chulmleigh.devon.sch.uk](mailto:finance@chulmleigh.devon.sch.uk) about the scheme you are wishing to use.
- 7.2.** Our school is [registered](#) for tax free childcare which parents can access via <https://www.gov.uk/sign-in-childcare-account> More information can be found at <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>
- 7.3.** Parents can find the right offer for them on [Childcare Choices](#)
- 8. School Lunches**
- 8.1.** Free school meals (FSM) are provided for children whose parents meet the eligibility criteria and if their child attends **both** before and after the lunch time period which means an all-day session. A free school meal will be provided for children entitled to FSM whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 8.2.** Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.
- 9. Visiting**
- 9.1.** We welcome visits from parents and children who are considering applying for a place at Primary Schools' Nurseries. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit our Schools' Nursery provision, please find contact details in Section 23.
- 9.2.** Most children will start at the nursery at the beginning of the term. Some children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. Applications for sessions will be considered part way through the term, and places offered subject to availability and staffing levels.
- 9.3.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending the school.
  - a child attends a particular toddler group or Children's Centre attached to the school.
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 9.4.** We will publicise the need to apply on our website and through social media, however, the responsibility for making an application will be with the parent. If places are not available

for the session you require, we will add you to our waiting list, and places will be offered, subject to the oversubscription criteria, as they become available. Please note that the waiting list is subject to our oversubscription criteria, and is not on a 'first-come, first-served' basis.

## **10. How to apply for a nursery place**

- 10.1. Parents must** make an online enquiry via our online Applica+ applications and admissions system, requesting specific sessions and a start date. Should the sessions be available we will make you an offer via Applica+. The offer of a place **must** be accepted and the following Nursery Funding and Contract form, and the Admissions form completed **BEFORE** your child's start date.

These online forms request all the information and data required to administer your funded hours claim and our requirements for SIMS our Schools Information Management System.

- 10.2.** The closing date for applications for the nursery intake for each year in September will be Mid June (end of 2nd week after Half Term). The exact date each year will be made clear in the communication via the Applica+ system, and on our website.
- 10.3.** Applications made after those dates will be considered on a first-come first-served basis if spaces remain available or added to the waiting list if there are no spaces available. **In the event that there are more applications than places, our oversubscription criteria will be applied, and places will be offered in order of that criteria.**

## **11. Information provided in an application**

- 11.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will attend nursery, and this disadvantages another child.
- 11.2. Before making an application** parents need to have checked their eligibility for funding via the websites referenced in Section 2; evidence of eligibility will be checked with Devon County Council at the start of each Term. **Parents are responsible for renewing their funding codes every 3 months** and informing us if they are no longer eligible; all non-funded hours will be chargeable at the current rate.
- 11.3.** Parents should check to see if they are eligible for Free School Meals via the [Citizen Portal](#) and for Early Years Pupil Premium funding before completing the Applica+ online forms.
- 11.4.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 11.5.** You will be asked to provide **date of birth evidence** (birth certificate or passport) so we can check your child's age.

## **12. What happens next**

- 12.1.** We will endeavour to offer a place to all applicants. If there are more applications than there are places the school will prioritise applications according to the oversubscription criteria.
- 12.2.** We will endeavour to offer the hours requested. It is possible, however, that some parents who have been prioritised will not be offered the hours they have requested due to lack of availability or staffing levels. In these instances, we will offer sessions that fall closest to the hours requested.

**12.3.** By the end of June we will contact successful parents via the Applica+ online system with an offer of a place for specific days and sessions. You will also be contacted if we do not have a place available so that you can apply to another provider.

**13. Overview of the Admissions Process**

<b>Admissions Steps</b>	<b>To start in September</b>
Nursery Initial Enquiry Form	Available throughout the whole Academic year
Applications Close	Mid June (end of 2nd Week after May Half term holiday)
Admissions Panel Meet	3rd Week after May Half term
Offers made to Parents/Carers	End of June (4th Week after May Half term)
Code Verification Deadlines for each term	31 <sup>st</sup> August, 31 <sup>st</sup> December, 31 <sup>st</sup> March
In Year Applications	Available throughout the whole Academic year, subject to days/sessions availability and staffing levels
In Year Days/Sessions Changes	Available throughout the whole Academic year, subject to 4 weeks' notice and days/sessions availability and staffing levels

## 14. Availability of Places

14.1. We will publish on our website the number of available places for each session from time to time. Places will be offered subject to availability and staffing levels.

14.2. Where the number of applications exceeds the number of places available the admissions panel will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

### **NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA**

To be used only when the number of applications exceeds the number of sessions available in the nursery.

### **OVERSUBSCRIPTION CRITERIA FOR TRUST PRIMARY SCHOOLS NURSERIES**

In the event that there are more applications than places available for a particular session, applications will be prioritised in the following order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children who are already attending sessions at the nursery
3. Priority will next be given to children living within the school's catchment area who are siblings of children already attending the nursery or are siblings of pupils on roll at the school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children living outside the catchment area, who are siblings of children already attending the nursery or are siblings of pupils on roll at the school.
6. Priority will next be given to children of members of staff employed by the Trust
7. Priority will next be given to other children.

The same criteria will be used if there is a waiting list and a place becomes available.

**Tiebreaker – to prioritise applications in the same oversubscription criterion: a) straight-line distance from home to school and then, b) where distances are equal (within 2 metres) an electronic list randomiser will be used.**

## 15. Waiting lists

15.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be assessed in the order of the oversubscription criteria when a place becomes available. Offers of places will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought.

## **16. Increasing the hours attended**

- 16.1.** If there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours, offers of additional sessions will be made on the basis of availability and staffing levels. If such places are not available, the child's name will be added to the waiting list and assessed in accordance with the oversubscription criteria as places become available.
- 16.2.** If a parent on the waiting list is offered a place and declines it, the places will be offered to the next child, in accordance with the oversubscription criteria.

## **17. Admissions and Funding appeals**

- 17.1.** If a nursery place is refused, parents can use the school's appeal process to ask for the decision to be reviewed. The admissions panel will review the decision and decide whether the refusal was justified.
- 17.2.** If funding is declined, the parent should contact Devon County Council, as the school does not have a role in the allocation of funding.
- 17.3.** If a parent has a complaint in relation to the Trust's administration of this policy, complaints should be submitted in writing to the Trust's company secretary at [company.secretary@chulmleigh.devon.sch.uk](mailto:company.secretary@chulmleigh.devon.sch.uk) who will refer the complaint to an appropriate senior employee at the Trust. The allocated employee will consider the complaint, carry out such investigation as they consider reasonable and appropriate, and will aim to respond to your complaint within 15 school days.

## **18. Transport**

- 18.1.** No transport is available for nursery children.

## **19. Uniform**

- 19.1.** Children attending the Trust's nurseries are not expected to wear a uniform.

## **20. Claiming the Early Years Funding**

- 20.1.** The Early Years Funding can be taken at more than one provider, but parents cannot use providers on more than two sites in one day. The Trust claims the funding on your behalf.
- 20.2.** It is important that both the school and parent are clear what time is funded and what time is being bought.
- 20.3.** Parents must not claim more than the 570 or 1140 hour entitlement. Checks are carried out to ensure that over claims are not made.

## **21. Changes to attendance**

- 21.1.** Four weeks' notice will be required to cancel sessions or change the session/s your child attends
- 21.2.** A request to move a child to a different session will be subject to availability and staffing levels.
- 21.3.** It is recommended that parents ensure that their child attends all booked sessions for the full period so that children can establish a routine and be ready to start school; if you choose not to send your child to a booked session or part of it, please be aware that there will be no refund available.

## 22. Induction and transition arrangements for starting nursery

- 22.1. We welcome discussion with parents and carers about taster days and should there be any transition needs for their child.

## 23. Contacts and further information

<b>Chulmleigh Primary School</b>	
<b>Headteacher</b>	<b>Martin Evely</b>
<b>E-mail:</b>	admin@chulmleigh-primary.devon.sch.uk.
<b>Telephone:</b>	01769 580535
<b>Website:</b>	www.chulmleigh-primary.devon.sch.uk
<b>Social media:</b>	<a href="http://www.facebook.com/ChulmleighPrimary">www.facebook.com/ChulmleighPrimary</a> <a href="http://www.instagram.com/chulmleighprimarieschool/">www.instagram.com/chulmleighprimarieschool/</a>
<b>East Worlington Primary School</b>	
<b>Headteacher</b>	<b>Suzie Pinn</b>
<b>Nursery Manager</b>	<b>Amber Reed</b>
<b>E-mail:</b>	nursery@east-worlington-primary.devon.sch.uk.
<b>Telephone:</b>	01884 861722
<b>Website:</b>	www.east-worlington-primary.devon.sch.uk
<b>Social media:</b>	<a href="http://www.facebook.com/EastWorlingtonPrimary">www.facebook.com/EastWorlingtonPrimary</a> <a href="http://www.instagram.com/eastworlingtonprimary/">www.instagram.com/eastworlingtonprimary/</a>
<b>Lapford Community Primary School</b>	
<b>Headteacher</b>	<b>Jessica Wright</b>
<b>E-mail:</b>	admin@lapford-primary.devon.sch.uk.
<b>Telephone:</b>	01363 83292
<b>Website:</b>	www.lapford-primary.devon.sch.uk
<b>Social media:</b>	<a href="http://www.facebook.com/LapfordPrimarySchool">www.facebook.com/LapfordPrimarySchool</a> <a href="http://www.instagram.com/lapfordcommunityprimarieschool/">www.instagram.com/lapfordcommunityprimarieschool/</a>

# Appendix A – Nursery Payment Policy



## Nursery Payment Policy

### Funded Children

Funded children that are attending more hours than their Early Years Entitlement (15hrs or 30hrs) will be charged at £7 per hour for 9-month to 2-year-olds, £6 per hour for 2-year-olds and £5.50 per hour for 3-4 year-olds. This charge will be broken down into monthly payments, which will reflect how many additional hours your child has booked over the whole term. The cost will be calculated using the Early Years Entitlement funding calculator.

### Non-Funded Children

Non-funded children will be charged, on a monthly basis, at £7 per hour for 9 month to 2-year-olds, £6 per hour for 2-year-olds and £5.50 per hour for 3-4 year-olds.

Non-funded children price adjustments will be applied from the start of the term following their birthday, in the same way funding entitlements are applied by Devon County Council:

Child born between:	Entitled from:
1 April and 31 August	Start of Autumn funding period (from 1st September)
1 September and 31 December	Start of Spring funding period (from 1st January)
1 January and 31 March	Start of Summer funding period (from 1st April)

### Deposit

For new admissions, once an offer of sessions is accepted and a signed Nursery Funding and Contract form completed, a £100 deposit will be payable ahead of the start date. This deposit will be refundable via your invoice issued following headcount week. Should your child not attend, the deposit will not be refundable.

### Out of School Club

Children that use the Out of School Club, both before and after school can either use their Early Years Entitlement or will be charged £7 per hour for 9 month to 2-year-olds, £6 per hour for 2-year-olds and £5.50 per hour 3-4 year-olds, or part thereof.

In addition to this, there is a late collection fee of £15 charged for collection after the official closure time of the club.

### Collection

Should you arrive late to collect your child from Nursery, the extra charge will be in 30-minute slots.



### Payments

All Nursery sessions and Out of School Club charges will be set up on your MyEd online account. Payments should be made via this app in advance/at the beginning of each month. Please note that we reserve the right to refuse to admit your child to sessions if there are outstanding fees.

We do not refund fees when children are absent through sickness, or any other reason. However, long term illness is a different matter and subject to negotiation.

If you are experiencing difficulties or have any concerns regarding payments, please contact our Academy Finance Department via [finance@chulmleigh.devon.sch.uk](mailto:finance@chulmleigh.devon.sch.uk) or 01769 580215

### Ending or Amending your Contract

You are required to provide four weeks' written notice to end your contract or change the agreed **funded and chargeable hours** your child attends Nursery; any changes will need to be requested and offered via our online system Applica\*.

Signed on behalf of Chulmleigh Academy Trust

Name of signatory \_\_\_\_\_

Date \_\_\_\_\_

Date to be reviewed \_\_\_\_\_