

Godstone Primary and Nursery School



Nursery Admissions Policy 2025/26

REVIEW DATE: April 2025

REVIEWED BY: Governing Body

NEXT REVIEW: April 2026

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A child will be eligible for admission to Godstone Primary and Nursery School nursery class from the term after they turn 2 years old. Admission will be subject to an application being made and places being available.

We operate:

- Sessions of two and a half days per week (15 hours).

Children can either attend all day Monday (6 hours), all day Tuesday (6 hours) and Wednesday morning (3 hours), or Wednesday afternoon (3 hours), all day Thursday (6 hours) and all day Friday (6 hours).

OR

- Five full days (30 hours). Monday to Friday (6 hours each day).

Funding and Fees

If children are entitled to government funding, then they will be eligible the term after their second or third birthday.

Children born between	Can have a funded place from
1 st September to 31 st December	January (Spring term)
1 st January to 31 st March	April (Summer term)
1 st April to 31 st August	September (Autumn term)

Two Year Olds

If your family receives certain benefits, then your two year old may be eligible for a FEET (Funded Early Education for Two year olds) place. Please see [FEET eligibility](#) for more details.

Eligible working parents of two year olds can receive 30 hours of early education and childcare. Please see <https://www.childcarechoices.gov.uk/> for more details.

If you are not entitled to either of these funding options, or you would like to pay for an additional 15 hours then you may pay for 30 hours at £300.00 per week or 15 hours at £150.00 for two year olds.

Three and Four Year Olds

All three and four year olds are entitled to 15 universal hours of free early education and childcare from the term after their third birthday (see table above).

Working parents who meet the eligibility criteria can claim 30 hours of free early education and childcare. Please see [30 hours eligibility for three and four year olds](#) for more details.

Parents/carers who are not entitled to the additional working parents funding, may choose to pay for the additional 15 hours at £112.50 for three and four year olds.

All fees must be paid even if the child does not attend for any reason e.g. illness, holiday.

Nursery Sessions

- 30 hours – all day Monday to Friday (8:45am – 2:45pm)
- 15 hours – all day Monday and Tuesday (8:45am – 2:45pm), plus Wednesday morning (8:45am – 11:45am)
- 15 hours – Wednesday afternoon (11:45am – 2:45pm), all day Thursday and all day Friday (8:45am – 2:45pm)

The School Nursery day ends at 2:45pm. Parents may pay for an additional 30 minutes from 2:45pm to 3:15pm at a cost of £5.00 for a 2 year old or £3.75 for a 3 or 4 year old. Children who are eligible for 30 hours but only attend for 15 hours may use part of their 30 hours funding to pay for the additional 30 minutes.

Parents will incur a financial charge for late collection of your child.

If the additional 30 minutes are not agreed in advance, parents will be charged £10 for two-year-olds and £7.50 for three and four-year-olds who are picked up between 2:45pm – 3:15pm.

For children who are collected between 3:15pm – 3:35pm, parents will be charged £10.50. This is in addition to the 2:45 – 3:15pm charge if it was not booked in advance. Beyond 3:35pm parents will be charged an additional £5.75 for every 10 minutes thereafter.

Nursery children may bring a packed lunch or purchase school meals at a cost of £3.05 per day.

Application Process

The admission of Nursery children is delegated to the Governing Body of Godstone Primary and Nursery School. Parents wishing to apply for a place for initial entry must complete the application form and submit it directly to the school office by the dates below. Admissions are only at the beginning of each school term, unless in exceptional circumstances.

If your child is due to start Nursery in:	Please submit your application (or increase in hours request) by:	We aim to inform you of a place by:
September	23 rd May	6 th June
January	3 rd October	17 th October
April	23 rd January	6 th February

Parents who would like to increase the number of hours their child attends, from 15 hours to 30 hours, must request this change, in writing, by the dates below.

If your child is due to start Nursery in:	Please submit your application (or increase in hours request) by:	We aim to inform you of a place by:
September	23 rd May	6 th June
January	3 rd October	17 th October
April	23 rd January	6 th February

When the Nursery is over-subscribed, the Governors will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

Where any of the following categories are oversubscribed applicants 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.

Places for three and four year olds

a) Children increasing their hours from 15 to 30 hours

b) Looked after and previously looked after children

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

- children who are in the care of a Local Authority or provided with accommodation by a local authority, in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children’s home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask the school to admit over their Published Admission Number at other times under this criterion.

c) Where there is a social or medical need for a place at that school

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Godstone Primary and Nursery School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a place should be made at Godstone Primary and Nursery School above any other.

In exceptional circumstances the Early Years Lead and Headteacher may grant additional hours in the nursery provision for a child, without charge to the parents, where there are spaces available.

d) Children who will have a sibling at the school at the time of the child's admission

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

e) Children who will turn 4 years old between 1 September 2025 and 31 August 2026 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery).

f) Children who will turn 3 years old between 1 September 2025 and 31 August 2026 (these children will be able to stay on in nursery for another year and will be due to start Reception in September 2026).

Places for two year olds

a) Children increasing their hours from 15 to 30 hours

b) Children who are eligible for FEET, with oldest having priority

c) Looked after and previously looked after children

d) Where there is a social or medical need for a place at that school

e) Children who will have a sibling at the school at the time of the child's admission

f) Age (oldest will have priority)

Once two year olds are placed on roll at nursery, they will be automatically entitled to take up a three year old place in our nursery.

Notification of Outcome

The school will inform parents of the outcome of their application by letter. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions will rest with the Governing Body of the school.

Where the nursery is oversubscribed, it will operate a waiting list based on the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list.

Attendance

We only offer either two and a half days or five full days. We expect a good record of attendance. If it falls below 90% you may be invited to a meeting with either the class teacher or Headteacher. If attendance does not improve then you may forfeit your place. The Headteacher's decision is final in all matters.

Admission for Reception

Admission to the school's nursery does not guarantee admission to the Reception class. Application for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.