



# **Nursery Admissions Policy** **(Whole School including EYFS)**

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## **Independent Day School**

### **Our Lady of Sion School**

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Frequency of Review: Annually  
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## Statement of intent

At ImpresSION Nursery our foremost commitment is to provide a nurturing and secure environment where every child can flourish. We recognise the critical role early childhood education plays in shaping a child's future. Therefore, our statement of intent encapsulates our dedication to safeguarding, supported learning, and holistic development.

### Safeguarding

We prioritise the safety and well-being of every child entrusted to our care. Our staff undergo regular and rigorous training to recognise and respond to safeguarding concerns promptly. We maintain robust policies, risk assessments and procedures compliant with local regulations and best practices. Through continuous review and improvement, we ensure that our nursery remains a safe play and learning environment.

### Supported Learning

We believe that each child is unique, with their own pace and style of learning. Our curriculum is designed to be inclusive and responsive, catering to diverse learning needs. We provide a stimulating learning environment where children are encouraged to explore, inquire, and create. Our qualified staff employ innovative teaching methods to ignite curiosity and foster a lifelong love for learning.

### Holistic Development

We are committed to nurturing the holistic development of every child – intellectually, emotionally, socially, and physically. Our holistic approach recognises the interconnectedness of these domains and strives to support each aspect of a child's growth. Through a blend of structured activities and free play, we promote the development of essential skills such as communication, problem-solving, and collaboration. We celebrate individual achievements and milestones, fostering a sense of self-worth and confidence in every child.

### Partnership with Parents

We recognise that parents are a child's first and most influential educators. Therefore, we value open communication and collaboration with parents, forming a strong partnership to support each child's journey. We provide regular opportunities for parents to engage with their child's learning and development, offering workshops, parent-teacher meetings, and informational sessions. Together, we strive to create a cohesive learning environment that extends beyond the nursery walls, enriching the lives of our children both at home and at school.

In conclusion, at ImpresSION Nursery, our statement of intent underscores our unwavering commitment to providing a safe, nurturing, and enriching environment where every child can thrive.

The governing board is the admission authority and is responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Data Protection Policy

## 2. Application process

The nursery is an independent pre-school. Admissions to ImpresSION nursery may increase children's chances of admission to Sion Junior School but will not impact admission to state funded schools. They have their own admissions policies.

### Step 1 - Registration

Parents/guardians interested in securing a place at ImpresSION nursery are required to complete the registration form available on our website, or in person from the nursery manager. The registration form collects essential information about the child and their family.

### Step 2 - Submission of Required Documents

Along with the completed registration form, parents/guardians must submit the following documents:

- Child's birth certificate or passport for verification of age - with English translation if required
- Proof of address (e.g., utility bill) showing at least one parent's name
- Contact details for emergency purposes
- Any relevant medical information or special requirements

### Step 3 - Nursery Tour and Settling In Sessions

Upon receiving the registration form and required documents, families will be invited to visit the nursery for a tour. During the tour, parents/guardians will have the opportunity to meet the nursery staff, explore the facilities, and learn more about our approach to early childhood education.

Following the tour, families are encouraged to participate in settling in sessions. These sessions provide an opportunity for the child to become familiar with the nursery environment, meet the staff, and start building relationships with their peers. Settling in sessions are tailored to the individual needs of each child and may

vary in duration based on the child's comfort level. At least two settling in sessions should be undertaken. One should be without the parent/carer present to observe how the child settles unaccompanied.

#### **Step 4 - Health & Safety Procedures**

Parents/guardians will provide relevant information regarding health and safety protocols, including allergies, medication administration and emergency procedures. If required, the school will conduct a comprehensive risk assessment of the impact of any medical conditions.

#### **Step 5 - Offer Letter (if applicable)**

After the completion of settling in sessions, and risk assessment agreement, families will receive an offer letter confirming their child's place at the nursery. The offer letter will include details such as start date, session times, and any additional information relevant to enrolment.

#### **Step 6 - Enrolment Confirmation and Payment**

Upon receipt of the offer letter, parents/guardians are required to confirm their child's enrolment by signing and returning the acceptance form enclosed with the offer letter. Along with the acceptance form, parents/guardians must submit the enrolment fee as outlined in the offer letter.

We are committed to facilitating a smooth and seamless application process, guided by our dedication to providing the highest standards of care and education for every child. Should you have any questions or require further assistance, please do not hesitate to contact our nursery office. We look forward to welcoming you and your child to our nursery community!

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the nursery may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees and charges is outlined on our website. Fees may change each academic year.

### **3. Equal opportunities**

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all. Admissions to the nursery will be open, fair, inclusive, and non-discriminatory.

### **4. Free childcare arrangements**

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

The nursery can accommodate a maximum of 20 nursery children.

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. The nursery is able to accommodate ten children eligible for 30 hours free childcare. Parents wanting to access the universal 15 hours free childcare for three- and four-year-olds do not need to apply for this through the digital childcare service.

For children who take up their place later in the year or have moved to the area part-way through the year, a prorated number of free hours will be available. The total number of hours will be adjusted to reflect the portion of the year remaining.

Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the [digital childcare service](#).

The sessions offered to nursery children are as follows:

#### TERM TIME ONLY

- Half day sessions 8am -12:30pm OR 12:30pm-5pm
- Full day sessions 8am-5pm
- Additional hours are subject to availability

Opening hours 8am to 5pm, term time only

#### NON-TERM TIME

Holiday club provision is provided for non-term time by Little Diamonds Holiday Club - Worthing. See Facebook for details and booking.

The government 'Early Years Free Entitlement' scheme funding can be applied to all sessions.

### **5. Eligibility for 30 hours free childcare**

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent is seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental, or adoption leave, or are on statutory sick leave
- One parent meets the income criteria, and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

Parents should check their own eligibility for the scheme using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide the nursery with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the nursery with this information as soon as possible in order to avoid delay.

Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, as agreed with the bursar.

A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

## **6. Application timetable**

A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible. Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday, or second birthday, where eligible.

Application forms can be obtained online or from the nursery.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

## **7. Deposits**

The nursery charges a refundable deposit of £50.00 to parents accessing the universal and extended entitlement for three- and four-year-olds. The purpose of the deposit is to secure places for childcare and provide assurance to the nursery that parents will take up the place.

Deposits will be returned to parents when their child leaves the nursery. If a parent does not take up a reserved place, deposits will not be returned.

The school will use their discretion where providing a deposit may prevent take up of places, such as for disadvantaged families, and the bursar will review the requirements in light of this.

## **8. Additional costs**

The nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Nappies
- Sun cream
- School trips
- Specialist tuition

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.

## **9. Refusal of offer**

At our nursery, we strive to provide a nurturing and inclusive environment for all children. As part of our admissions policy, we reserve the right to refuse offering a place based on certain grounds. Refusal may occur if the nursery is at full capacity and cannot accommodate additional students without compromising safety and quality of care. Additionally, we may refuse admission if we believe that our nursery's program and facilities may not meet the specific needs or developmental requirements of the child. We are committed to transparency and fairness in our admissions process and will communicate openly with families regarding any decisions made. Our priority is to ensure the well-being and optimal learning experience of every child in our care.

## **10. Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn. These are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education

## **11. Non-attendance**

### **Non-attendance – sickness**

If a child experiences sickness or diarrhoea they must be kept off nursery for 48 hours to prevent contagion with other children. Children with other medical conditions such as conjunctivitis may still attend the nursery but should bring treatment medication into the session with them. This will need to be accompanied by a medical permission form.

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend.

### **Non-attendance - non-sickness**

Excluding sickness, the nursery will require a minimum of one week's notice for a missed session or parents may be subject to paying the full cost of the care, regardless of whether or not their child attends nursery that day.

Parents must give a minimum of two weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

## **12. Late Arrivals**

**Parents will be expected to adhere to drop-off and pick-up times and will be advised that late arrivals can disrupt their child's routine and group activities.**

**Repeated lateness will be discussed with parents to look at ways in which punctuality could be improved and to put in place the appropriate support to facilitate this.**

**Late pick-ups will incur an additional charge of £5 per every 15 minutes of delay.**



### **13. Admission to Sion Reception**

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Parents have the choice of how and when their child starts Reception class until they reach the compulsory school age.

If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the nursery
- Complete a Reception application form to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.

#### **CHILDREN DO NOT HAVE TO ATTEND SION JUNIOR SCHOOL.**

Parents can apply for state school places once their child is eligible.

### **14. Data protection**

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

### **15. Monitoring and review**

This policy is reviewed annually by the governing board, headteacher and bursar.

**Approved by Chair of Governors**