Barry Primary School

Nursery Admissions Policy

Owned By	Early Years Leader
Date Reviewed	April 2026
Next Review	April 2027
Signed off by Governors	April 2026

Barry Nursery is attached to Barry Primary School and follows the Early Years Foundation Stage (EYFS) framework. We aim to provide children with a high-quality learning experience through education and play with the intent to prepare the children for primary school.

The governing body determines the admission arrangements and is responsible for the school's Nursery Admissions Policy. The purpose of this policy is to ensure fairness and equality when allocating places.

Nursery Places

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare, for children aged 3-4. We also offer the option of 1 additional session on a Friday afternoon at a cost of £16.50 per week.

Parents should check their own eligibility for 30 hours funding using the government website: https://www.gov.uk/30-hours-free-childcare. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth.

Sessions

Barry Nursery has an admission limit of 32 places in each session. We offer morning and afternoon sessions during term time only.

Times

Morning: Monday – Friday Session times: 8.50am – 11.50am
Afternoon: Monday – Friday Session times: 12.30pm – 3.30pm

- All families eligible for 15 hours are offered five nursery sessions per week either morning or afternoon.
- Those families eligible for 30 hours funding will be allocated nine sessions per week.

There is also the option to purchase a 10th session for £16.50 per week.

- For those children who stay all day, they will need to bring a packed lunch with them.

It is possible to pay for a hot lunch for your child and this is bookable in advance via Parent Pay (*please note we cannot take cash payments for this*). Lunchtime is at midday for 40 minutes.

Children normally start in September or (if spaces are available) January following their third birthday. Children below the eligible age will not be admitted.

Please register your interest at any time by either downloading a copy of the Nursery Application Form from the school website or contacting the School Office for a paper copy.

Allocation of places to our nursery are on a first come first served basis and the School Office holds the waiting list. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, the children who are not offered places will be added to a waiting list.

Please note that, even if you meet the criteria for nursery, this does not mean that you will automatically be offered a place in Reception if you apply to the school. Applications for your child to enter Reception will have to be made directly to West Northamptonshire Council in the autumn of the year before your child is due to start Reception.

Oversubscription

If the nursery is oversubscribed, once eligibility is established we will then offer places to children considering the additional priorities below:

Priority 1

(a) 'Children in public care' or fostered under an arrangement made by the Local Authority. (b) Children who are the subject of a Child Protection Plan.

(c) Pupils with an Education Health Care Plan which names Barry Primary School Nursery as the most appropriate provision to meet the child's needs

Priority 2
Children with older brothers or sisters, who will be at school at the start of the academic year and are living at the same address.

Priority 3
Children of parents who live near the school nursery. If two children match in distance then they will be taken in date order, oldest first.

Appeal

If your application for a place is not successful you can appeal the decision. To appeal a decision you should put this in writing to the Chair of Governors, Barry Primary School, Barry Road, Northampton NN1 5JS or email Chair@barryprimary.org.

Admissions

The offer of September places will coincide with the Local Authority offer of Reception places, usually the middle of April.

The offer of January places will take place in October.

You will be informed in writing of the offer of a place in Nursery. Once received, you must contact the School Office within two weeks of the date of the letter or email to accept the place. If you do not do this, the place will be offered to the next child on the waiting list.

September Start Date:

- You will be expected to attend with your child for a session on Transfer day in July. The date will be confirmed in advance.
- All admission paperwork must be completed and handed in by this date, otherwise it will be assumed you no longer need the place and it will be offered to the next child on the waiting list.
- If, for any reason, you cannot attend transfer day, you must inform the school office at least one day in advance.

Admission of children still in nappies
Children who still have continence issues at nursery admissions age will **not be** refused entry to the school nursery. However, it is an expectation that for the great majority of children toilet training will be in place. If this is not the case we expect parents to work with the school and the health agencies to address needs. **Parents will need to provide their own nappies and wipes for changing children.**

Snacks

All children will be offered a healthy snack within the sessions for a minimal charge of £1.50 per week or £10 for the half term.

Due to allergies and the Government requirement that children have healthy snacks only, we do not permit families to send in snacks from home. If your child has any specific needs regarding snacks,

please discuss these with a member of the team.

Home Visits

Home visits are offered before the children start nursery and a member of staff will make contact to arrange a suitable time. The home visit is an opportunity for your child to meet their teacher who will share photos and information about the nursery, together with arrangements for their first day. The home visit is part of our system to build good relationships between home and school. Parents will be asked relevant questions about their son/daughter such as any health issues, behaviour, likes, dislikes, cultural considerations etc.

Applications

Applications can be made at any time from birth. A waiting list will be kept by the school of names, addresses, date of birth, telephone number and date registered for children who are interested. Parents will be asked for the child's birth certificate. Please note that this does not constitute a promise of a place in the nursery.

It is the parent's responsibility to ensure that the contact information kept by the school is accurate and up to date.

Application for part time places (free entitlement) will be allocated before consideration is given to the allocation of full-time places to comply with the Government's guidelines.

Parents who accept a place will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session Barry Nursery offers.

Attendance

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks, attendance or punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. During this meeting, the Headteacher and parents will potentially discuss a reduction in hours to see if attendance can be improved.

Following the meeting, if there is no sustained improvement in attendance within an agreed period, this will be considered as a long term absence. Long term absence is described as:

- Maximum of 10 working days single absence (total of 2 weeks)
- Maximum of 30 working days absence in a child's funding year (excluding bank holidays and religious/cultural festivals)
- Absences will be monitored in line with our School Attendance policy and West Northants Business Compliance and Funding

If the place is withdrawn by the nursery, parents will be notified of the loss of place in writing.