



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

Admissions Policy

Person responsible for the policy	Mrs Tracy Boulter
Approved	December 2024
To be reviewed	December 2026
Signed by the Chair of Governors	

Nursery Admissions Policy

2024- 25

The Nursery setting at Winchelsea Primary School is part of a bespoke Early Years environment. It is open during term time only and offers Universal funding to all 3 and 4 year olds, and extended funding for eligible 3 and 4 year olds. The setting has the equivalent of 16 full time places available, though not all children attend full time so this could create additional availability.

Our offer includes:

The 15 hours a week morning offer - 9.00 am to 12 noon Monday to Friday during term time.

The 30 hours a week offer - 9.00 am to 3.20 pm Monday to Friday during term time. Children will need to bring a packed lunch.

The flexible offer. If you require more flexibility due to personal circumstances, we would be happy to discuss your needs and the school will consider if your request can be accommodated. This depends on overall pupil numbers and staffing. There may also be a cost implication if the total sessions taken equate to more than 15 hours a week and you do not have a valid code from the government entitling you to 30 hours a week.

Useful resources for eligibility:

Eligibility Criteria: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

To Appt and renew eligibility: <https://www.gov.uk/sign-in-childcare-account>

Extended Nursery Provision

If the nursery isn't full, then parents can pay for additional hours.

The additional hours and times on offer are:

9.00 am – 12 noon – morning nursery session = £7.50.

Lunch time offer (for those attending in the morning only and bookable for days as required) 12 noon to 1.00 pm - 1 hour's lunch cover for £2.50 a day, bookable in advance. Children will need to bring a packed lunch.

Additional afternoon session (for those attending in the mornings only and bookable for days as required) 12 noon to 3.20 pm - £10.00 per session which includes lunch cover, bookable in advance. Children will need to bring a packed lunch.

9.00 am – 3.20 pm – full day at nursery (packed lunch to be provided by parents/guardians) – for those using their 30 hours funding at another setting or only entitled to 15 hours of early years education = £17.50.

Extended provision must be booked in advance so that we can arrange staffing and ensure ratios are met.

All sessions should be paid for in advance – either daily, weekly, monthly or termly. Payment can be made online, in cash, by cheque or by childcare voucher. Paying online is preferable.

To apply for a place parent/carers need initially to return a ‘Registering your interest’ form. This is available on our website, by contacting the school office or following this link

[Registering your interest for a nursery place at Winchelsea Primary School](#)

Children are admitted to Nursery on a first come first served basis, however in the case of being over subscribed priority will be given to siblings of the school.

A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child,
- a child legally adopted by a biological or step-parent

Unsuccessful applicants may request to be added to a waiting list. In the event of spaces becoming available during the academic year, they will be offered from the waiting list.

Our main admission points are at the start of term:

- Autumn Term – Begins September
- Spring Term – Begins January
- Summer Term – Begins April

If a child of Nursery age is applying mid-term and requires an immediate start, when there is a space available then they will be admitted as soon as their paperwork has been processed.

Attendance at the Nursery will not guarantee admission to any Reception class and does not give advantage to the child’s application to any Reception class.

A separate application for admission to Reception class will always have to be made through Lincolnshire County Council.

Early Intake offer.

In the event of an undersubscribed Nursery cohort the school may consider an Early Intake offer.

This would be for children turning 3 years prior to the start of the next term. For example children turning 3 years between September 1st and December 31st may be offered the opportunity of a January start.

In this case the offer would be for a maximum 15 hours provision. This is to ensure places remain available for the Nursery cohort to extend hours to support Reception transition in the Summer term.

Priority for this offer will be given to siblings.