



Nursery Admissions Policy for October 2025 - October 2026

Prior to compulsory education, every child is entitled to receive 15 hours funded education known as the universal free entitlement from the start of the term following his or her third birthday. This can be in a private nursery, independent school, child minder, preschool or maintained school setting of the parent's choice. Depending on a family's circumstances some children are eligible to receive 15 hours funded education from the start of the term following his or her second birthday. For 3 and 4 year olds (not in a reception class) an additional 15 hours known as the extended entitlement, making a total of 30 hours, may be available for eligible working families at participating schools. Highworth Combined School and Nursery participates in this scheme. Please contact the school if clarification is required.

There are two types of maintained Early Years provision in Buckinghamshire schools at present. Highworth Combined School has a Nursery class in school.

Nursery classes

There is no automatic admission into the main school from nursery classes or early years provision and this is stated in the letter offering a place in the nursery. Highworth's Nursery class accommodates 3 and/or 4-year-old children. Nursery age children do not count as part of the roll for the school and children will not be guaranteed a place in the main school through attendance at the nursery. They must apply for a school place in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school.

Parents can register their child in advance of admission by contacting the school direct. Admission will be from the start of the term after the child turns 3, provided spaces are available.

Nursery Class Admission Rules

Applications for admission in September must be submitted by 1st April. Applications for admission in January must be submitted by 1st October and for admission in April, by 1st February. Admission in January and February is dependent upon places being available. At any point during the year if the number of applications exceeds the number of places, then once children who already hold an Education, Health and Care Plan have been allocated places, the remaining places will be allocated in the following order:

1. Looked after children and previously looked after children (*See Note 1*).
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (*See Note 2*)
3. Children of staff where either:
 - a. The member of staff is employed at the school at the time at which the application for admission to the school is made

and/or

- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (*see Note 3*)
- 4. Children living within the catchment area of the school (*see note 4*)
- 5. Siblings of children who are attending the school at the time allocations are made or attend a linked primary school at the time allocations are made (*see note 5*)
- 6. Children who qualify for Early Years Pupil Premium
- 7. Once the above rules have been applied then any further places will be offered in distance order of receipt of application for admission.

The terms used in these rules are as defined in the primary rules above. The catchment area used is also as defined in the primary rules.

Notes 1,3 and 4 as defined in the primary school admission rules

Note 2 Exceptional Social and Medical process for nursery admissions

The governing body of the school will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending the school. When making an application parents should send evidence from an independent professional person (this might be a doctor or health visitor) who knows about the child and supports the application to the school. They must also provide evidence that they are entitled to receive Early Years Pupil Premium or Disability Living Allowance. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

<https://schools.buckinghamshire.gov.uk/school-admissions>

Note 5: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

Note 6: Definition of Early Years Pupil Premium entitlement

3- and 4-year-olds in state-funded early education will attract Early Years Pupil Premium (EYPP) funding if they meet at least 1 of the following criteria:

their family gets 1 of the following:

- [Income Support](#)
- income-based [Jobseeker's Allowance](#)
- income-related [Employment and Support Allowance](#)

- support under [part VI of the Immigration and Asylum Act 1999](#)
- the guaranteed element of [State Pension Credit](#)
- [Child Tax Credit](#) (provided they're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190)
- [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- [Universal Credit](#)

they are currently being looked after by a local authority in England or Wales

they have left care in England or Wales through:

- an adoption
- a special guardianship order
- a child arrangement order

It is the responsibility of the governing body of the school/nursery school to establish a child's eligibility to EYPP.

Fees for extended hours

30 hours funding covers attendance between **9.15am and 3.15pm** each day (6 hours a day for 5 days)

For families receiving 30 hour funding, where children attend from 8.45am to 3.15pm every day, there will be a charge of £15 per week (2.5 hours @£6 an hour). This must be paid in advance by the first day of half term for the following half term.

For unfunded hours attended over and above 15 hours or 30 hours:

£6 per hour/£18 per session (8.45am – 11.45pm or 12.15pm-3.15pm)

It is expected that children entering the Nursery class will be ready to manage their own toileting needs, except if there is a particular medical reason why this is not the case.