



Updated 16/09/2026
Review date 16/09/2026
Author Amy Eddy
Nursery Manager

4.6 Admissions Policy

Aim

Petworth Primary Nursery aims to make the setting accessible to the community through open, fair and clearly communicated admissions policies and procedures.

Admissions

Petworth Primary Nursery aims to provide childcare for children from the age of 3 months until the end of Year 6, subject to availability and the age ranges offered within each room.

The nursery is widely advertised within the local community and information about the nursery and the services available can be provided to families on request. Information can be made available in different languages or in spoken form where required.

Places are normally offered on a first-come, first-served basis, subject to the availability of spaces, staffing requirements, age ranges and the needs of the children already attending.

Priority may be given to siblings, children requiring a full-time place and children already attending the nursery, where appropriate and subject to availability.

A place will be confirmed once the required registration information has been completed and any applicable arrangements have been agreed with the nursery.

The nursery may, at the discretion of the Nursery Manager, keep a place vacant where this is considered necessary for an emergency admission or short-term placement.

Early Years Funded Entitlement

The nursery offers Early Years Funded Entitlement (EYFE) places to eligible children in accordance with the funding arrangements agreed with West Sussex County Council.

The nursery currently offers:

- 15 hours funded childcare, term-time only;
- 30 hours funded childcare, term-time only, for eligible families; and
- a stretched funded offer for eligible families.



The funded session patterns available at the nursery are subject to availability and the nursery's operational requirements.

Further information about:

- the different types of Early Years Funded Entitlement;
- eligibility;
- when funding can start;
- how and when parents/carers need to apply;
- eligibility codes;
- funding across more than one provider;
- parent declarations;
- Early Years Pupil Premium (EYPP); and
- Disability Access Fund (DAF)

is provided in the **Early Years Funded Entitlement – Information for Parents and Carers** section at the end of the **Fees Paying Policy (4.12)**.

Parents/carers should read the Fees Paying Policy alongside this Admissions Policy when applying for a funded place.

Having an eligibility code does not automatically guarantee a place or the specific sessions requested. Funded sessions must be agreed with the nursery and are subject to availability.

Parents/carers must inform the nursery if their child is accessing funded hours at another childcare provider so that the nursery can ensure the child's funded entitlement is correctly allocated.

Parents/carers accessing EYFE will be required to complete the relevant funding declaration and provide any information required to confirm their child's eligibility.

The nursery will not charge parents/carers for the funded childcare hours themselves. Details of any optional meal charges, privately paid additional hours and the nursery's approach to consumables are set out in the **Fees Paying Policy (4.12)**.

Application and Registration

Parents/carers wishing to apply for a place should contact the nursery to discuss availability and their childcare requirements.

For new admissions, parents/carers will be required to complete the nursery's registration documentation and provide appropriate identification and any other information required by the nursery.

Where a child is eligible for EYFE, parents/carers should provide their eligibility code where applicable and complete the required funding declaration.

The nursery will confirm the child's agreed sessions and start date with the parent/carer.



Changes to Sessions

Parents/carers are required to give a minimum of four weeks' notice to increase, decrease, change or cancel their contracted sessions, unless otherwise agreed with the nursery.

Changes to funded sessions are subject to the availability of suitable funded sessions and the requirements of the applicable funding arrangements.

Funded hours cannot be guaranteed on a particular day or at a particular time if the requested sessions are unavailable.

Additional sessions outside a child's funded entitlement may be requested, subject to availability, and will be charged in accordance with the Fees Paying Policy (4.12).

Sessions cannot normally be swapped between days.

School Admissions and Deferred Places

Parents/carers and agencies should give the nursery at least four weeks' notice if a child's school placement is being deferred.

The nursery cannot guarantee that a place will be kept available for a child who is due to start school in September.

For children leaving nursery to start school, their nursery place will normally finish on 31 August.

Attendance and Absence

If a child is going to be absent due to illness or another reason, parents/carers should contact the nursery office as soon as possible.

A child's contracted privately paid sessions remain chargeable during periods of absence in accordance with the Fees Paying Policy.

Parents/carers should notify the nursery of any planned holiday absence.

For funded children, parents/carers should continue to follow the nursery's normal absence procedures. Funded places are allocated to agreed sessions and are subject to the applicable funding requirements.

Closure of the Nursery

If the nursery is unable to operate because the building is unusable, for example due to flooding or another significant event, the nursery will make appropriate arrangements for affected families. Where applicable, refunds or alternative arrangements will be considered.

The nursery's normal planned closure arrangements are set out in the **Fees Paying Policy (4.12)**.



Settling In

All new children will be offered settling-in opportunities before their agreed start date. Settling-in sessions are free of charge and are arranged according to the individual needs of the child and family.

Parents/carers may be asked to remain with their child for an initial settling-in session where appropriate.

The nursery recognises that every child is different and will work with parents/carers to support a positive transition into nursery.

Early Years Foundation Stage

The nursery follows the Early Years Foundation Stage (EYFS) statutory framework. Children's individual needs, interests, development and well-being are considered when planning their experiences and care.

Parents/carers are encouraged to share information about their child's interests, development, routines and needs with their key person and the nursery team.

Home Learning and Parent Partnership

The nursery encourages parents/carers to be involved in their child's learning and development.

Information about children's learning and development may be shared with parents/carers through the nursery's communication systems.

Parents/carers are encouraged to contribute information about their child's interests, achievements and experiences at home.

The nursery aims to work in partnership with parents/carers to support each child's development and well-being.

Nursery Information and Policies

Parents/carers can request information about the nursery's policies and procedures. Key policies and information are made available to parents/carers through the nursery's agreed communication systems and website where appropriate.

Meals and Dietary Requirements

Children staying at nursery over lunchtime may be offered a hot lunch.

The nursery can accommodate special dietary requirements where these have been discussed and agreed with the nursery.

Meal arrangements and any applicable charges are detailed in the Fees Paying Policy (4.12).



Parents/carers are not required to purchase meals as a condition of accessing funded childcare.

Collection of Children

Children must only be collected by an authorised person.

Parents/carers must inform the nursery of any changes to the arrangements for collecting their child.

The nursery operates secure collection procedures to safeguard children.

A late collection charge may apply where a child is collected after their agreed collection time. Details are provided in the **Fees Paying Policy (4.12)**.

Key Person

Every child will be allocated a key person who will take responsibility for supporting the child's individual needs, development and well-being.

Where possible, parents/carers will be informed of their child's key person when they start nursery.

Equality and Inclusion

The nursery aims to ensure that admissions are fair, inclusive and accessible.

The nursery does not discriminate against children or families on the grounds of race, culture, religion, gender, disability, age, sexual orientation or family circumstances.

Reasonable adjustments will be considered to support children's access to the nursery where required.

The nursery will work with parents/carers and other professionals where additional support is required to meet a child's individual needs.

Sibling Discount

Where applicable, a sibling discount may be available in accordance with the nursery's current fee arrangements.

Details of current discounts are provided in the **Fees Paying Policy (4.12)**.

Parent Involvement

Parents/carers are encouraged to work in partnership with the nursery and to contribute to their child's experience.

Parents/carers are welcome to discuss any concerns, questions or suggestions with their child's key person, room leader or Nursery Manager.



Where applicable, parents/carers may also be invited to become involved in the management committee.

Opening and Availability

The nursery operates throughout the year, subject to planned closure periods. Term-time-only places are limited and are subject to availability within each room. The nursery will discuss available session patterns with families when a place is requested.

The current fees, funded session arrangements, additional charges and payment requirements are set out in the **Fees Paying Policy (4.12)**.

Area	Nursery Provision
Policy or Procedural Guidelines Title	Admissions Policy
New or Existing Policy/Service?	NEW
Name and role of Reviewer	Amy Eddy Nursery Manager
Date	16/09/2026