



Walbrook Nursery School

Admission Policy

Approved by:
B.Suddhi

Date: January 2025

Last reviewed on: January 2025

Next review due by: January 2026 – delayed review due to nursery merger with infants for 2026/27 school year

Signed by:

Headteacher

Date: January 2025

Chair of governors

Date: January 2025

The Governors of the school are responsible for admissions and comply with the City policy on admission to nursery and infant school. Our school is committed to responding to the needs of all families including those who are most vulnerable. We have places allocated at the nursery as below:

Two year old unit	8 full time equivalent places (8 morning places, 8 afternoon places)
Three/four year olds	40 full time equivalent places (included - extended entitlement up to 10 full time equivalent places)

All children will need to have completed a Free Early Education Funding contract detailing their eligibility.

Education Funding

Funding is for a maximum number of hours per academic year and takes into account closure days for staff training. Sessions are agreed in advance and cannot be swapped due to absence or closure days. Parents may request to permanently change sessions by completing a form at the school office. This will be actioned as soon as possible depending on spaces available within the required sessions.

The school will be open between 8.30am – 3.30pm and funding for all children can be taken in sessions with start and finish times as below:

Start Time	Finish Time	
8.30am	11.30am	15 hour offer
12.30am	3.30pm	15 hour offer
9.00am	3.00pm	Extended offer

Universal Education Sessions: three and four year olds

Children can start accessing up to 15 hours of free nursery education once they turn three. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar
1 Apr – 31 Aug
1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April
the beginning of the term on or after 1 September
the beginning of the term on or after 1 January

Extended Entitlement Sessions: three and four year olds

Children who qualify for the extended entitlement will be able to access additional sessions at no extra charge to them. Children can attend for the following model of attendance at Walbrook Nursery:

Maximum of 30 hours per week – school term time (38 weeks per year)

Parents can check if they qualify and apply for the extended entitlement at www.childcarechoices.gov.uk

Parents will be given an eligibility code which must be submitted to the school for verification by the end of term before the child wishes to access their extended entitlement.

Flying Start / Working Parents Education Sessions: two year olds

Qualifying children can start claiming up to 15 hours when they turn two. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar

1 Apr – 31 Aug

1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April

the beginning of the term on or after 1 September

the beginning of the term on or after 1 January

Criteria for allocation

Criteria for allocation for fifteen hours of funded education - three year olds

Children will be given priority according to the following criteria:-

- Children identified or referred in relation to being in need or at risk
- Children identified or referred in relation to a Special Educational Need
- Children attending Walbrook Nursery two year old provision
- Age of child
- Length of time on waiting list

Criteria for allocation for extended entitlement of funded education - three year olds

Children will be given priority according to the following criteria:-

- Eligibility
- Children identified or referred in relation to being in need or at risk
- Children accessing their universal entitlement at Walbrook Nursery School
- Age of child
- Length of time on waiting list
- If a particular session is full then a waiting list will be created and length of time on waiting list will be considered
- Responsibility for transition of children to Walbrook Nursery for extended entitlement will be the provider of the child's universal entitlement.

Criteria for allocation for fifteen hours of funded two year old provision

Children can claim a funded two year old place if parents receive one or more of the following:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance
- National Asylum Support Service
- Pension Credit
- Child Tax Credit and/or Working Tax Credit (income assessed)
- The child is looked after by Derby City Council
- The child has a disability and the parent claims PIP, DLA or has an EHCP in place

Parents can apply for funding through Derby City Council at www.derby.gov.uk/education-and-learning/parental-support/free-early-learning/

or phone the Families Information Service on 01332 642610 or 642609

The council will write a letter containing a voucher code which must be brought to the nursery in order to register the child for a two year old funded place.

References / Links to other Policies & Procedures

- Safeguarding
- Attendance
- Arrival and Collection
- Inclusion and Equal Opportunities