



Nursery Admissions Policy

2025-2026

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1. Admission numbers 2025/26:

Henley Green Primary School has the following places available in its nursery setting:

Acorns Nursery (children who turn 4 years old between 1st Sept 2025 - 31st Aug 2026).

Total number of places – 52 - comprised of the following:

- 20 morning places (8:30 – 11:30am) - 15 hour funding
- 20 afternoon places (12:30 – 3:30pm) – 15 hour funding
- 6 all-day places - 30 hour funding **

Little Acorns Nursery (children who are 2 or turn 3 years old between 1st Sept 2025 – 31st Aug 2026).

Total number of places – 26 - comprised of the following:

- 10 morning places (8:30 – 11:30am) – 15 hour funding **
- 10 afternoon places (12:30 – 3:30pm) – 15 hour funding **
- 3 all-day places - 30 hour funding **

Lunch places across Acorns and Little Acorns Nursery – 10

In the event that the all-day places are not filled, the school reserves the right to offer additional morning and afternoon sessions in their place to achieve full capacity in the nurseries. Additionally, in the event that the morning or afternoon places are not filled, the school reserves the right to offer additional all day places to achieve full capacity.

** See information on funding criteria for these places in 2.1 and 2.2

2. Admission Criteria

2.1 15-hour funding

All children aged 3 and 4 are eligible for universal 15-hours funding of childcare per week during term time.

Their eligibility commences from start of the term after their 3rd birthday.

Some children aged 2 are eligible for targeted funding of 15-hours of childcare per week during term time. Further information on eligibility criteria can be found here:

<https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2>
during term time

Their eligibility commences from start of the term after their 2nd birthday.

2.2. 30-hour funding

Children whose parents meet the government's eligibility criteria will be entitled to 30 hours of funded childcare per week during term time.

2 year olds can choose to use this as a 15 hour place or a 30 hour place.

Further information on eligibility criteria for 30 hour funded places can be found here:

<https://www.gov.uk/get-tax-free-childcare>

2.3. Privately paid-for hours

If you require your child to attend additional hours which exceed their funding entitlement, you can choose to pay for these.

Additional hours must be booked in advance, these must be booked on ParentPay, by 5pm the day before the session.

Additional hours are charged at £5 per hour and are subject to availability.

Please see section 5 for the provisions we offer and payment information.

3. Oversubscription Criteria:

If the number of applications is less than the admission number, then all applicants will be offered a place.

If there are more applications than there are places available within the school's nursery admission number, places will be allocated in accordance with the following criteria and in the order shown below:

1. Looked after children and all previously looked after children.
2. Children who are currently, or have been at any point since birth, subject to a Child In Need or Child Protection plan.
3. Children living in the catchment area for Henley Green Primary School, who have a sibling currently attending the school.
4. Other children living in the catchment area for Henley Green Primary School.
5. Children living outside the catchment area, who have a sibling currently attending the school.
6. All other children in date order of receipt of application.

(Please note: the school catchment area is defined by Coventry City Council, more details can be found at www.Coventry.gov.uk/schooladmissions)

3.1 Brothers and Sisters

The school sees the benefit of children from the same family attending the same school and gives priority to brother and/or sister connections in its policy of allocation places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters, living at the same permanent address. However, if our nursery is oversubscribed no guarantee can be given that places will be available for brothers and sisters.

4. Offering Places

4.1. Autumn Term Admission

For Autumn Term admissions, the school will notify parents by letter if their child has been offered a place in the nursery class. For this reason, it is important that you ensure that you notify the school of any change of address or contact details following the submission of your application. Offer letters will be sent during the Summer Term, during April or May. Parents will be required to return a slip to the school to accept or decline the place). In the event of over-subscription, failure to accept the offered place by the date stated on the letter will result in your child's place being offered to someone on the waiting list.

4.2. Spring and Summer Term Admission

Offers for children to take up a place in the Spring or Summer Terms may be handled by telephone if numbers are low. Parents will be required to provide the original copy of the child's birth certificate so the school can confirm their date of birth.

4.3. Admission Deadlines

Children in receipt of funded hours must have taken up their place (been admitted) before the termly census/headcount day (3rd October, 16th January and 16th May).

5. Provision and Payment information

We offer the following provision options:

Provision 1	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
Universal offer funding for 3 and 4 year olds	15 hours	Monday- Friday	8.30-11.30	Across 38 weeks	£0.00

Provision 2	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
Targetted funding for 2 year olds	15 hours	Monday- Friday	8.30-11.30	Across 38 weeks	£0.00

Provision 3	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
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Universal offer funding for 3 and 4 year olds	15 hours	Monday- Friday	12.30-3.30	Across 38 weeks	£0.00
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Provision 4	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
Targetted funding for 2 year olds	15 hours	Monday- Friday	12.30-3.30	Across 38 weeks	£0.00

Provision 5	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
30 hour funded hours	30 hours	Monday- Friday	8.30-2.30	Across 38 weeks	£0.00

Provision 6	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost
30 hour funded hours	30 hours	Monday- Friday	9.30-3.30	Across 38 weeks	£0.00

Provision 7	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost	Optional extras
30 hour funded hours plus privately paid hours	30 hours	Monday-Friday	8.30-2.30	Across 38 weeks	£5.00 per day	School lunch £2.00 per day
			Paid hours: 2.30-3.30			

Provision 8	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost	Optional extras
Lunch club	0 hours	Monday-Friday	x	Across 38 weeks	£5.00 per day	School lunch £2.00 per day
			Paid hours: 11.30-12.30			

Here is an example of the 15 hour morning/afternoon provisions with lunch club added:

Morning place + lunch club	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost	Optional extras
	15 hours		8.30-11.30			

15 hour funded hours plus privately paid hours		Monday-Friday	Paid hours: 11.30-12.30	Across 38 weeks	£5.00 per day	School lunch £2.00 per day
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Afternoon place + lunch club	Max weekly funded hours	Days of the week	Funded hours	Delivery model	Cost	Optional extras
15 hour funded hours plus privately paid hours	15 hours	Monday-Friday	12.30-3.30 Paid hours: 11.30-12.30	Across 38 weeks	£5.00 per day	School lunch £2.00 per day

If you require your child to attend sessions which exceed their funding entitlement, you can choose to pay for additional nursery hours. Additional hours are charged at £5 per hour. Additional hours are subject to availability.

5.1 Terms and Conditions – Privately paid-for hours

If you require your child to attend privately paid-for hours, you will be required to complete a Parent Contract with the following terms and conditions:

1. Payment is required in advance, by 5pm the day before.
2. Payment can be made through ParentPay.
3. You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness and holidays taken in term time).
4. Places are limited and subject to agreement with the Nursery Leader, if you fall behind on payments by more than 1 week your child’s additional hours will be withdrawn.
6. Any change to requirements, e.g. termination of the requirement for additional hours or a change in the hours required, must be provided in writing to the School Office with a minimum of one month’s notice. Failure to notify the School Office within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.
7. The amount of your half-termly payment will vary depending on the length of the school half-term.
8. Please be aware that you may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all receipts, the school will not provide 2nd copies or confirmation letters on your behalf. Receipts will be emailed to you by the school office.
9. You must inform the school office immediately if you are notified that your child’s entitlement for 30-hour funding is due to expire.

5.2 Payment information – ParentPay details and Tax-Free Childcare

The School accepts payment through ParentPay, you will be given login details once your child has a place. The school also accepts Tax-Free Childcare payments for privately paid-for hours.

Tax-Free Childcare:

For more information about tax free childcare visit: Tax-Free Childcare - GOV.UK (www.gov.uk)

If you are planning to pay by Tax Free Childcare you must notify the Office Manager and you will be required to provide the following information every time you make a payment:

- Tax Free Childcare reference number
- Amount
- Date

6. Other Charges

6.1. School meals - If your child will remain in school during lunchtime you have the option to pay for a school meal (£2.00 per day) or send your child with a packed lunch. Payment for school meals must be paid by 8am via ParentPay. This payment is separate to payments for additional hours.

6.2. Snacks and milk - The School provides a snack (fruit or vegetable) for your child each day. Milk is provided daily courtesy of the Nursery Milk Scheme. There will be no charge to parents for these.

6.3. Nappies and wipes - The school does not supply nappies and wipes, if your child still requires these when they start nursery, parents will need to supply these from home.

7. Relocating to a new provider

If a parent chooses to relocate their child to a new provision/school after submission of termly census/headcount data they may be required to pay for provision at the new provider until the end of the current term.

If a parent chooses to relocate their child to a new provision/school before submission of the termly census/headcount data, Henley Green Primary School will invoice them for the days of paid provision from the date of admission until the date of leaving. Sessions will be charged at the funded rate.

8. Applying for a Primary School Place

Parents of children attending the nursery setting at Henley Green Primary School will also need to complete an application form in order to request a place at their preferred Primary School for the September after their child turns four. Primary School admissions are managed by Coventry City Council following different admission criteria.

Applications must be made online via www.coventry.gov.uk.

There is no guarantee that a pupil who is admitted to Henley Green Primary School's nursery class will be offered a reception place at the same school

This policy will be reviewed in July 2026.