



Clutton Church of England Primary School

Ladybird Nursery Admissions Policy

July 2025

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As an academy, the Trust Board is the admissions authority. The Trust Board have delegated the process of ranking applications to the Local Academy Committee (LAC).

There are 10 places available in both the morning and afternoon sessions in the nursery age range.

Parents should be aware that the offer of a place in the Nursery class does not guarantee a place in the Reception class at Clutton Church of England Primary School. Please see Admission Arrangements on the school website for information on applying for school places - <https://cluttonprimary.co.uk/policies/>

Applications for Admission to Ladybird's Nursery

Places in the nursery are offered according to the published admissions criteria. Length of time on a waiting list is not taken into account.

Priority for admissions/ oversubscriptions

1. Looked after children and previously looked after children

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Siblings

Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years Reception through to Year 5 and expected to continue at the school in the following school year, at the time of admission. Siblings in Year 6 six will not be considered under this criterion for the normal admission rounds.

3. Pupils living nearest to the school

This is measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Rising 3s (children who will have their third birthday during the term for which their parents are applying) may be admitted to the nursery at the Principal's discretion, subject to availability of places. Priority will be given to 3 and 4 year old children who are eligible for the free early year's entitlement.

Following the allocation of free entitlement places, any available places will be allocated on a charged for basis in accordance with the above criteria, to children whose parents wish to access additional sessions, and subsequently to rising 3s. Rising 3 children may undertake flexible "taster sessions" for the first 2 weeks, but there will then be a requirement to book regular sessions.

Applying for a place in Ladybird Nursery

- Parents of nursery aged children who are seeking a place should complete an application form from the school
- Help with completing the form is available from the nursery staff
- All sections of the form must be completed
- It is the applicant's responsibility to inform the school of any changes to their circumstances that may affect the application
- Application forms may only be updated at the request of the applicant
- The applicant may telephone the school office, e-mail the school at the admin address, or personally call in to the school office to update information
- The form should then be returned to school as soon as possible. Applications may be made at any time.

Parents/carers must return the paperwork directly to the school office. Once a place has been offered, it must be accepted by parents within two weeks.

On accepting the place at Ladybird Nursery, parents/carers are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the Local Authority.

The possible result of an application received after the recommended allocation dates may be that the requested sessions are full. The parent/carer will then be offered alternative sessions if they are available. Each 'late' eligible application will be dated and processed and places offered by date of receipt of the application. The oversubscription criteria will be applied if necessary e.g. if two applications are received on the same date.

Delivery Models for 30 hours and 15 hours funding

We are able to offer sessions during term time, starting at 8.45am until 3.15pm. Parents have three options for how they would like to book their sessions:

Option 1: 15 hours across the week over 5 days

AM Session 8:45 – 11:45	3 hours	3 hours	3 hours	3 hours	3 hours
11:45 – 12:15: Paid for lunchtime childcare or child can go home for lunch for 'non-cost' option. £4.50 for packed lunch from home / £7.60 if they have a school dinner (cost per day)					

Lunchtime is not a condition of a child taking up a place and a parent can opt for a 'non-cost' option where their child is collected at 11:45am

Option 2: 15 hours across 2 ½ days

By offering 15 hours over 2 and a half days we can offer a more usable solution for families who are using 2 providers. This allows a family to use 2 settings for their 30 hours to split

the 15 hours at each across the week, rather than across the day, reducing transitions to home and setting. Parents also have the option of “**topping up**” the Wednesday session to a full day if they wish, dependant on availability.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Session 8:45 – 11:45	3 hours	3 hours	3 hours		
PM Session 12:15 – 3:15	3 hours	3 hours			
11:45am – 12:30pm: Paid for lunchtime childcare or child can go home for lunch for ‘non-cost’ option or collected earlier at 2:45pm. £4.50 for packed lunch from home / £7.60 if they have a school dinner (cost per day)					

Option 3: 30 hours over 5 days

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Session 8:45 – 11:45	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours
11:45am – 12:30pm: Paid for lunchtime childcare or child can go home for lunch for ‘non-cost’ option or collected earlier at 2:45pm. £4.50 for packed lunch / £7.60 if have a school dinner (cost per day)					
PM Session 12:30 – 3:15	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours

Additional Top Up Sessions

If parents wish to pay for additional top up hours, the rate that will be charged will remain at £6.00 per hour. Parents will be invoiced in advance each month using the ‘School Money’ app.

Sessions missed due to holiday, medical appointments or illness

If their child is absent for whatever reason when they are booked in for a session, parents must contact the main office and speak with the Nursery or admin staff – 01829 782367. If sessions are missed for any reason, the sessions will still be charged to cover the cost of staffing.

Government Funded Childcare

The government offers 30-hours government funded childcare per week for 38 weeks* a year. It's designed to help with childcare costs and ensure that children have access to high quality care and education.

Who can apply?

- You live in England
- Your child is over 9 months
- You (and your partner, if you have one) each earn at least £183 per week on average (16 hours at National Minimum Wage)
- Neither your nor your partner has a net income over £100,000 a year.

When to apply?

- You must have your code before the term starts
- For example, for a September term, you must apply by 31st August.

How to apply?

- Visit the [government childcare portal](#).
- Sign in or create an account (to create an account you will first need your Government Gateway user ID. If you're a new user, you will need to register for one [here](#)).
- Enter your details (you, your partner, your child).
- Check you meet the rules and click "Apply."
- Wait for your code by email.
- Give your code to us – you can do this via email or at drop-off.

Keep your code active

Every three months, log back into your GOV.UK childcare account to:

- Confirm your details are still correct
- Avoid any pause in your government-funded hours.

Tax-Free Childcare

- **Who it's for:** Any working family (including those with the 30 hours code).
- What you save: Up to £2,000 per child per year (or £4,000 if your child has a disability).

How to use it:

1. Apply or sign in at the same GOV.UK childcare account.
2. Deposit money into your Tax-Free Childcare account.
3. The government adds £2 for every £8 you pay in.
4. Pay us from your Tax-Free Childcare balance.
5. Learn more about [Tax-Free Childcare here](#)

Key point: This runs alongside your 30 hours code

15-Hour Entitlement for Families on Benefits

Who it's for: Families receiving any of these benefits:

- Income Support
- Universal Credit
- Jobseeker's Allowance
- Child Tax Credit

What you get:

- 15 hours of government-funded childcare per week for 2-year-olds.
- 15 hours per week for 3-year-olds.