

# Seedlings Nursery

## Admissions Policy



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<b>Date Written:</b> July 2025  Updated December 2025	<b>Date to be Reviewed:</b> July 2026

## **Overview of Policy.**

Seedlings nursery at Leigh Academy Langley Park offers the following places to our youngest pupils:

- 48 part time places (24 morning places and 24 afternoon places) or
- 3 full days, 4 full days, 5 full days up to a capacity of 24 pupils full time equivalent.
- Attendance will vary from part-time to five full days depending upon the needs of each individual family.
- We ask that our pupils attend a minimum of 15 hours per week to ensure that they have the best possible start to their learning journey at Leigh Academy Langley Park.

## **Entitlement.**

Working parents entitlement (both earning the equivalent of 16 hours per week at the national minimum wage or the sole parent is working in a lone parent family) allows families to be entitled to 30 hours (15 existing hours plus an extra 15 hours, if eligible) free provision per week.

Parents/carers who do not fall into this category are entitled to 15 hours free provision per week. For pupils who are entitled to this 15 hours provision, we will work with parents to ensure that their child attends the setting for 5 sessions per week, whether this be five morning sessions, five afternoon sessions or a combination of morning and afternoon sessions depending upon the availability at time of applying.

Parents/carers will need to apply online to HMRC to access the extra 15 hour free entitlement. If they are eligible they will receive a code that will need to be checked by a member of the nursery team prior to their child starting in the setting, when completing their 'Parental Declaration Form'. Parents need to check carefully with HMRC to see whether they are entitled and to apply for that entitlement as soon as is practicably possible.

Every child that attends the nursery must be funded through either the free entitlement for three/four year olds (15 hours) or up to 30 hours entitlement for those families that are eligible. Should a parent wish their child(ren) to attend the setting for more than their 15 hours free entitlement, they will be asked to pay the additional fees, as stated within our Nursery Fee Structure. Additional fees will apply to any pre-nursery or post nursery care attended by their child. This is payable in advance via our My Child At School App.

## **Admission to the Seedlings Nursery.**

Seedlings Nursery admits pupils each September. If spaces are available after all September applicants have been offered a place, we may also offer January start dates at the discretion of the nursery.

From December 2025 onward, any new applications to the nursery will be allocated a September start date, provided there is availability within the academic year appropriate for the child.

Ensuring the wellbeing of our youngest learners is paramount, with this in mind we provide a staggered entry for all our new starters, allowing them time to become accustomed within the setting and begin to build strong relationships with staff. Then gradually building up their time away from their families as their confidence grows.

Please see our EYFS transition policy for additional information, should you require it.

Usually children will attend the Nursery for one/one and a half years prior to entering the Reception class of a Primary school. This depends upon whether the child has started the nursery in the September or the January intake.

Application or attendance to Seedlings Nursery does not mean admission to the main academy. Admission to Leigh Academy Langley Park for the Reception year requires a separate application through the Kent County Council Primary School Admissions portal. Please see our main academy Admissions Policy for additional information on this process.

At Seedlings nursery we provide early years education for children aged three and four years of age. Therefore, no places are available for children under three years of age.

Applications will be accepted on a first come first served basis via our nursery admissions portal on our main academy website. Should you wish QR codes are available within the nursery for you to scan to gain a link to the application page.

Once an expression of interest has been received via the Nursery website a member of the Nursery team will be in touch with you to confirm whether a space is available for your child, during the academic year you require.

Should there be a space available, a member of the nursery team will be in touch to confirm that your child(ren) has a space within the 'nursery class list' for the academic year you require. Should the 'nursery class list' be complete (with the equivalent of 26 FTE spaces filled) then a member of staff will add you to our 'nursery waiting list' for the relevant academic year. Being added to our 'nursery waiting list' does not guarantee that you will have a space available for your child.

Should a family no longer require a place for their child and a space becomes available within the 'Nursery Class List' a member of the Nursery team will offer out the space to the first child on the 'Nursery waiting list' for that academic year. Staff will then move down this list, in order of application until the space is filled.

Parents/carers are advised that a poor record of attendance or persistent lateness, may lead to their child's place being withdrawn.

This policy has been drafted bearing in mind the philosophy of equal opportunities for all. No application will be discriminated against on the grounds of race, religion, gender, disability, sexuality or background.

### **Admissions procedure for Seedlings Nursery**

To apply for a place in the Nursery, parents should complete an expression of interest on the nursery tab of the Leigh Academy Langley Park website.

When doing so, parents should give full information in order to assist in the allocation of places. All details are confidential.

Once you have completed an expression of interest a member of the nursery team will be in touch via email to inform you as to whether or not a space is available for your child during the requested academic year.

Should a space be available, then a member of staff will allow you to complete the additional information required to further process your application.

Proof of residency will need to be submitted to the nursery team during the home visit. All children who intend to take up a place at our nursery will receive a transition meeting with a member of the Nursery staff. This is a chance for parents to ask any questions regarding this important phase of their child's life.

All appropriate forms will be completed at this stage. Each Nursery intake will be staggered with small groups becoming well established before building up their sessions.

Emergency contact numbers must be provided and regularly updated by parents via our admissions portal.

Children must be brought and collected punctually by a responsible adult over the age of 16. That adult must ensure that they make their presence known to the Nursery staff, so that they can register the child's arrival and collection.

### **Withdrawal of places**

Places in our nursery may be withdrawn in the following circumstances,

- There is a poor record of attendance or persistent lateness.

- There is non-payment of any fees due and there is increasing debt.
- This may lead to the place being suspended until the required payments have been made.
- Where parents are no longer entitled to 30 hours free provision because their eligibility has changed. In such cases, parents would be invited to use the top-up fees facility to maintain the place in any such circumstances. Otherwise the place would have to be reduced to the 15 hour entitlement, dependent on places available.