Mosaic Partnership Trust

Nursery Admissions, Information and Charging Policy (Ref 34 MPTNAP)

V1

Parkwall Little Learners

History of most recent policy changes

Version	Date	Page	Change	Origin of Change
V1.0	08/06/2026	Whole Document	Creation of a Parkwall Little Learners Policy for 2-year-old and 3/4 year-old Nursery places including admission and charging.	School within the Academy Trust meets criteria for change of age and government Nursery funding, opens Nursery from September 2026.

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1.0 Purpose, Scope and Overview of Nursery arrangements

This policy sets out the arrangements for admissions to Parkwall Little Learners. These admissions are managed **directly by the individual School**, not by the Local Authority in which the school is located or by the Mosaic Partnership Trust of which the school is a full part of. For the purposes of this policy, we have referred to parents which includes parents and carers.

There is a separate Mosaic Partnership Trust Admissions Policy document setting out the admissions arrangements for Reception to Year 6 and in-year admissions from Reception to Year 6. These are managed in conjunction with Wiltshire and South Gloucestershire Local Authority in which the Mosaic Partnership Trust schools are located.

Parkwall Little Learners is a 50 place nursery class within The Park and Parkwall Federation (The Park Primary and Parkwall Primary) for children aged 2, 3 and 4. Parkwall Little Learners is run by school leaders and taught by a qualified teacher alongside the other nursery staff. Alignment with the school's term dates and INSET dates will gradual and come fully into effect from September 2027, opening for 39 weeks of the year. The nursery day runs from 09.00 – 15:00. Details are contained later in the policy. Sessions have been designed so that parents can easily access their free 15- or 30-hour entitlement.

At The Park and Parkwall Federation children are encouraged to become aspirational, resilient, responsible and collaborative individuals who are prepared for their future and life as confident, kind and capable adults. Children's ideas and opinions are valued and respected by adults and the other children, thereby creating an environment in which children can develop and grow, not being afraid to make mistakes in an environment that celebrates the Mosaic Trust principles of equality, diversity, inclusion and belonging.

Session Times

The nursery is open from **09.00 - 15:00**. Parents can use their funded hours between **09.00 and 12.00 and between 12:00 and 15:00**. Any additional hours outside of these times, or above the funding allocation, will be charged hours.

	Time	Hours	Funded/charged	
Morning session	09.00 – 12.00	Three hours	Funded hours	Chargeable
Afternoon session	12:00 – 15:00	Three hours		

Morning and afternoon sessions are three hours in length and there is no flexibility in splitting up or doing part of a session.

2.0 Roles and responsibilities

Headteacher: The Headteacher is responsible for decisions about the number of places to be provided for 3–4-year-olds and 2-year-olds in conjunction with the Trust CEO and CFO.

Deputy Headteacher: The Deputy Headteacher is responsible for co-ordinating the curriculum across the Early Years Foundation Stage alongside the EYFS Leader, Nursery Manager, Nursery staff, Reception teachers and the Director of Education.

Nursery Manager: The Nursery Manager is responsible for the day-to-day management of nursery admissions, including liaising with parents/carers, arranging visits, settling-in arrangements and start dates, maintaining communication with families, and working with the School Business Manager to ensure admissions procedures are followed, invoices are sent and the portal is updated regularly..

Deputy Nursery Manager: The Deputy Nursery Manager supports the Nursery Manager with admissions processes, parent communication, visits, transition arrangements and induction procedures, and assumes these responsibilities in the Nursery Manager's absence.

School Business Manager: The School Business Manager, supported by the administration team and/or nursery manager, is responsible for co-ordinating admissions, maintaining waiting lists, taking calls from the relevant Early Years Officer and parents/carers about new children, sending out letters and invoices, offering places and keeping the portal updated for the monthly funding head counts.

3.0 Planned intake

Parkwall Little Learners 3 and 4-year-olds

All 3–4-year-olds are entitled to 15 hours nursery provision (0.5 full time equivalent place). Some parents are also entitled to a further 15 hours per week childcare provision, subject to the government's eligibility criteria, which parents may wish to take up within the school's Nursery provision. This would be a further 0.5 full time equivalent place. These children are entitled to 30 hours or a full-time place.

Parkwall Little Learners works on a legal ratio of 1 adult for every 13 children for the 3- and 4-year-olds or 1:8 if no teacher is present.

Children are usually admitted to nursery as soon as they reach their third birthday if there is space. If children are not able eligible for the 15 / 30 entitlement for 2-year-olds, parents will need to pay for all the sessions, as universal funding begins the term AFTER a child's 3rd birthday. In context of this policy, a term refers to Autumn term (*starting on or after 1st September)*; Spring term *(starting on or after 1st January)* and Summer term (*starting on or after 1st April). (See FAQs)*

Parkwall Little Learners 2-year-olds

Eligible 2-year-olds are entitled to 15 hours nursery provision (0.5 full time equivalent place). Some 2-year-olds will also be eligible for 30 hours nursery provision (full time equivalent place).

Parkwall Little Learners works on a legal ratio of 1 adult for every 5 children for 2-year-olds.

Children are usually admitted to nursery the term after their second birthday if there is space (see below FAQ).

4.0 How and when to apply for places

All applications for places must be made via the Parkwall Little Learners enquiry form. The link to the form can be found on the school's website or requested via email (Parkwallprimary@sgmail.org.uk). A payment of a £30 refundable deposit (when the place is taken up) will then be requested by the school. The £30 deposit will automatically be deducted from your first invoice if a place is taken up. If parents only use the free hours and no paid services, the £30 will be refunded by bank transfer instead. Parents in receipt of certain government benefits which confirms eligibility for Early Years Pupil Premium (EYPP) are not required to pay a deposit. If the place is not taken up within five working days of the first payment request, the school reserves the right to retain the deposit.

How to apply for funding:

- To apply for free childcare hours, first check your eligibility and then apply online through the Childcare & Early Years Education - Best Start in Life website
- If your child is entitled to the universal hours for all 3- and 4-year-olds, you do not need to make an online application for this.
- If your child is entitled to 30 hours, working parents apply on the Childcare & Early Years Education - Best Start in Life website for a code from the first day of the term before a child can start a place (see FAQ). They must then log into their childcare account every 3 months to reconfirm details are up to date and that they remain eligible for the childcare entitlements for working parents.

How to apply for a nursery place at Parkwall Little Learners

There will be three intakes a year: September, January and April.

- Parents complete the nursery enquiry form and are automatically placed on Parkwall Little Learners waiting list.
- Parkwall Little Learners will contact parents to offer a place if it is available.
- Parents are asked to confirm whether they accept the place and if they still require the sessions requested and whether they wish to pay for additional paid hours. Parents have seven days to confirm the place.
- Should the parent request a 30-hour place they will be informed whether there is space or whether there is a 15-hour place. If neither of these are available, the school will inform you of the sessions that are available at this time.
- Should there not be a place available, parents will still be contacted to see whether they wish to remain on the waiting list.

2-year-olds will automatically continue their place as a 3- and 4-year-old at Parkwall Little Learners unless the parent/carer requests otherwise.

In exceptional circumstances, where a parent requests to delay their child's entry to Reception, the school will liaise with the parent as to whether the child's place can continue at Parkwall Little Learners. The parent would still need to apply the normal way for admission to the Reception class via the South Gloucestershire Admissions Portal.

5.0 The process of accepting a place

When your child is offered a place at Parkwall Little Learners, the following process takes place:

- Once parents have confirmed their place an email will be sent with details of how to how to pay the £30 deposit (where appropriate).
- The deposit will need to be paid within 10 working days of receipt of the letter.
- The child and parent are invited to visit. This may be during or after the school day. This helps staff to see how the child may react in the setting and parents to understand how our sessions work.
- The child is then given a confirmed start date, including settling-in visits.
- Payments are made one month in advance of the child starting.

6.0 How places will be allocated

The waitlist will be formally reviewed three times per year (Term 1, Term 3 & Term 5) or when places become available.

Places are allocated strictly in date of birth order for 2-year-olds; and then for 3- and 4-year-olds respectively.

A space will not be saved for a child if there are older children who are eligible now.

If a number of children become eligible at a similar time as either 3- or 4- year olds or 2- year olds, we will use the following criteria to determine which child will be given the place first:

1. Children with an EHCP that names Parkwall Little Learners.
2. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority in England or who appear to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. This must be submitted with the application.
3. Children with siblings at Parkwall Primary School. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6.
4. Children where a request is made for 30 hours
5. Children where a request is made for 15 hours

If a child is eligible for 30 hours in nursery but there are no spaces left they will be offered a 15 hours place; or available sessions and will be on our waiting list for the next time a 30 hours place, or more sessions becomes available.

We do not offer one half-day or one single-day sessions.

Additional notes:

- Parents/carers have five working days to respond to an offer of a place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

- Parents who share responsibility for the care of their child are expected to reach agreement to a preferred school between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- Parents must give the child's permanent address at the time of application. (The address of childminders or other family members who may share in the care of your child **must not** be quoted as the home address).
- Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery provision. Children in the nursery of the School will not be given priority nor are they guaranteed a Reception place in the main School.

7.0 Oversubscription (waiting list)

Children who do not receive an offer of a nursery place are automatically placed on a waiting list until the child exceeds the age eligibility criteria for nursery provision or the parent advises the school that a place is no longer requested.

Should a place become available then the oversubscription criteria will be applied again to every child on the waiting list at the time of the vacancy.

8.0 Complaints

Any concern regarding the application of these admissions arrangements should be raised under the Trust's Complaints Procedure.

9.0 Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to School is made and whom the Local Authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a Residence Order) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

10.0 Parkwall Little Learners Fees

Nursery fees information- where charges are made

Fees are charged at a fixed hourly rate for children not in receipt of Government Funding. These are reviewed annually in-line with the Local Authority funding review.

2 year olds	3 and 4 year olds
£10 per hour	£8 per hour
£30 per session	£24 per session

All Fees are payable at the beginning of each month in advance of booked sessions by bank transfer (the school does not accept cheques or cash). Childcare vouchers are accepted**.**

Information on Tax Credits can be found online at:- Help paying for childcare: Childcare you can get help paying for ('approved childcare') - GOV.UK Telephone:- 0345 300 3900

Information on childcare support can be found online: https://www.beststartinlife.gov.uk/

We offer term time provision only (excluding bank holidays and 6 Trust INSET days).

Any chargeable hours must be booked and paid for at the beginning of each month in advance of the booked sessions, these hours are non-refundable.

Due to staff ratios and numbers of children attending we do not provide flexible Nursery provision to meet needs of families with shift rota of working.

11.0 Procedures for the Non-Payment of Nursery fees

Fees are payable at the beginning of each month in advance of booked sessions. Fees not paid by the first of each month will result in Nursery sessions being stopped until payment is recovered. Outstanding fees will be followed up by email from the Administration or Finance Team in the first instance, followed by a letter from the School Business Leader if still not paid within 7 days. Continued arrears will then be referred to the Mosaic Partnership Trust Central Offices who will actively seek to obtain reimbursement.

In extenuating circumstances, a payment plan can be established with Parkwall Primary School finance team to ensure fees are paid as quickly as possible. Failure to abide by this payment plan will result in reimbursement of fees being actively sought by the Mosaic Partnership Trust.

For fee paying families any continued non-payment of fees will result in the child's nursery place being withdrawn immediately.

12.0 Charges

Parkwall Little Learners charge parents for the following extras in connection with the free hours, but these charges only apply for those that take these up. There is always a non-chargeable alternative:

	Charge	Alternative option
School Lunch	TBC January 2027	Packed lunch
Snack	TBC January 2027	Bring own snack

If parents choose to take the chargeable option, these are non-refundable and must be paid a month in advance. Lunch and snack provision will be offered from January 2027.

13.0 Voluntary contributions

As an exception to the requirements set out in the previous section, Parkwall Little Learners is able to ask for voluntary contributions from parents to fund activities during nursery hours which would not otherwise be possible.

Some activities for which Parkwall Little Learners may ask parents for voluntary contributions include:

- nursery trips, sports activities, parties

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If Parkwall Little Learners is unable to raise enough funds for an activity or visit then it will be cancelled.

14.0 Additional circumstances we charge for

The nursery will charge for the following:

- Late collection of children – up to the first 15 minutes - will incur a late charge of £5.00. A further £10.00 will be charged for every 15 minutes thereafter. The charge will be added to your next invoice.
- Non- attendance at nursery for sessions booked for illness or any absence as staff costs will be the same.
- If books or equipment are borrowed and are not returned to nursery or damaged, we may make a charge for replacement.

If the school closes due to unexpected circumstances (e.g. snow), any paid sessions and extras will be credited to your next invoice.

15.0 Notice Period

Parents wishing to leave Parkwall Little Learners must provide 4 weeks notice for Government funded places. For privately funded places, parents must provide a full terms notice.

15.0 FAQs

What should I do if I would like my child to join your nursery class?

Parents should either email parkwallprimary@sgmail.org.uk to request an enquiry form or simply download the enquiry form from the school website. This should be returned alongside the deposit. To find out more about our nursery class or to arrange a visit you can email the above address and request a visit. Once the forms and deposit are received, parents will be sent written confirmation of their place and nearer the start date, a stay and play session will be arranged.

When can I use my free entitlements from?

You can start using your entitlements from the term after your child turns the relevant age to use that entitlement.

When your child turns the relevant age	When they can get their hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

When do I need to apply for my free entitlements?

You can apply for your code from the Best Start in Life website the term before a child can start a place. If you do not apply on or before the deadline, you will not be able to take up your entitlements in that term

When you would like to use your entitlements from	The deadline to apply for a code
1 January	31 December
1 April	31 March
1 September	31 August

Can I pay for more than the 15 hours of free sessions?

Yes, you are able to buy extra sessions at a cost £10 per hour for 2-year-olds and £8 per hour for 3- and 4-year-olds. If you decide to take up extra sessions you will be invoiced by the Nursery – fees are due a month in advance.

Can I split my free session vouchers between yourselves and another setting?

Yes you can.

Is my child guaranteed a place at Parkwall Primary School?

No, attending Parkwall Little Learners does not guarantee a place at Parkwall Primary School. Admissions to the main school are managed by South Gloucestershire council in line with the Mosaic Partnership Trust Admissions Policy.

Does my child have to be toilet trained before they start at Parkwall Little Learner?

We encourage all children to be able to use the toilet (out of nappies) during the day before they start with us.

What is the procedure for notifying the nursery of a child's absence (e.g. due to illness)?

Parents or guardians are expected to notify the Parkwall Primary School absence line (01454 867114) before the start of their child's session if their child will be absent for all or part of a scheduled attendance day. They will then need to report absence daily until their child returns.

We will contact parent/carers if a child is absent and the parent/carer has not advised that the child will not be in the Nursery. Parents can expect contact on every occasion of an absence. The nominated member of staff will initially phone parents within an hour of the Nursery session. If we cannot speak directly with parents/carers then we will make contact with nominated emergency contacts to establish the reason for absence; this is in line with our school safeguarding and attendance procedures. If we are still unable to make contact and the child is 'Vulnerable' from a safeguarding position (Child Protection Plan/Child in Need) a risk assessment will be undertaken, and if deemed safe two members of staff will be sent to follow up on the absence on the day and/or the social worker will be informed. If at that point no contact has been made, a police welfare check may be undertaken, and Children's Social Services/Child's social worker will be informed if this has not already been done. If, after 3 working days of absence, in the context of a non-vulnerable child, where the child has not been seen and no contact has been made with the Nursery, a home visit will be made by school and/or Nursery staff (with risk assessment undertaken if appropriate) or a police welfare check, to ascertain the safety and well-being of the child and to establish the reason for absence from the Nursery.

Does my child need to attend nursery on their agreed days and sessions?

When your child is offered a place, it is based on the specific days and sessions that have been agreed with you. We expect children to attend these sessions regularly wherever possible so that they can benefit fully from their place and maintain continuity in their learning and care.

If a child is consistently absent from an agreed session, we will review this with parents or carers. This helps ensure that nursery places are being used effectively and fairly for all families.

This expectation applies to all sessions, including the early start session.

16.0 Links to other Policies and Procedures

- MPT Safeguarding and Child Protection Policy
- MPT Attendance Policy
- MPT Complaints Policy
- MPT Equality and Diversity Policy and Statement
- MPT Health and Safety Policy
- MPT Managing Medical Needs Policy
- MPT SEND Policy
- MPT Privacy Notices
- MPT Admissions Policy
- MPT Pupils with Additional Needs and Health Policy
- Intimate Care Policy
- Behaviour Policy
- Nursery Indoor Risk Assessment
- Nursery Outdoor Risk Assessment