



NURSERY ADMISSIONS POLICY 2026-2027

STATUS: FINAL

POLICY CONTACT:

Elise Redman (Head Teacher) / Sarah Vickery (Foundation Lead Teacher)

As an **academy**, the **Trust, Education South West** is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding Nursery Applications - we set our own oversubscription criteria.

OUR ETHOS

We ask parents and carers to respect our ethos and its importance to the school community. This does not affect the right to apply for a place here or how an application will be considered.

Children

- All children achieve and make strong progress – this is not negotiable
- High aspirations and expectations for every child
- Safe, nurturing and stimulating learning environments
- High standards within a culture of care and success
- Children who develop resilience and curiosity through play and exploration
- Children who begin to take responsibility for their choices and learning
- Children who develop a strong sense of integrity, kindness and fairness

Staff

- Ambitious standards for all children
- High expectations of every child's learning and development
- A culture that promotes success, wellbeing and belonging
- The five values consistently modelled – **aspiration, integrity, curiosity, responsibility and resilience**
- Strong relationships and high-quality interactions at the heart of practice

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- A commitment to developing communication, language and early independence

EARLY YEARS FUNDING

1.1	You may be entitled to funding to pay for nursery sessions. There is funding for most families available. Find out what funding you can get for your child.																					
1.2	The government's website Childcare Choices gives information about all current and upcoming childcare offers and support available to parents.																					
1.3	If you are a working parent and have an 11-digit code, you are eligible for the 30-hour working entitlement and can have up to 30 hours a week over 38 weeks of the year.																					
1.4	The 11-digit code must be passed to school, so they know that you are entitled to 30 hours.																					
1.5	School will ask you to complete the Extended Entitlement Funding Declaration Form Template to collect your information.																					
1.6	School must validate your code through the Devon County Council.																					
1.7	If you become ineligible, there will be a 'grace period' in which school will continue to receive funding for your child until the end of the relevant funding period.																					
1.8	If your child is no longer eligible for the working entitlement and the grace period has ended you will continue to get the 570 hours universal entitlement if your child is three or four.																					
1.9	There is universal funding for three and four year olds and working entitlement funding for children from 9 months. Children can also be supported by Disability Access Funding , the Early Years Pupil Premium and Free School Meals if the criteria are met.																					
1.10	Please see the table below with dates relating to eligibility for the working parents funding. <table><tr><th>Date when parent becomes ineligible:</th><th>Devon County Council Check Eligibility on:</th><th>Grace period ends:</th></tr><tr><td>1 January – 10 February</td><td>11 February</td><td>31 March (end of spring term)</td></tr><tr><td>11 February – 31 March</td><td>1 April</td><td>31 August (end of summer term)</td></tr><tr><td>1 April – 26 May</td><td>27 May</td><td>31 August (end of summer term)</td></tr><tr><td>27 May – 31 August</td><td>1 September</td><td>31 December (end of autumn term)</td></tr><tr><td>1 September – 21 October</td><td>22 October</td><td>31 December (end of autumn term)</td></tr><tr><td>22 October – 31 December</td><td>1 January</td><td>31 March (end of spring term)</td></tr></table>	Date when parent becomes ineligible:	Devon County Council Check Eligibility on:	Grace period ends:	1 January – 10 February	11 February	31 March (end of spring term)	11 February – 31 March	1 April	31 August (end of summer term)	1 April – 26 May	27 May	31 August (end of summer term)	27 May – 31 August	1 September	31 December (end of autumn term)	1 September – 21 October	22 October	31 December (end of autumn term)	22 October – 31 December	1 January	31 March (end of spring term)
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EARLY YEARS FUNDING

1.11	We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
1.12	There may be some children who are only attending for bought hours and some that only attend for funded hours.
1.13	The maximum amount of funded time that you can take in a day at Wynstream Nursery is 6 hours; you cannot use more than two sites for funded early years places in a day, up to a maximum of 10 hours in total per day.

ADMISSION TO THE NURSERY

Wynstream Primary School Nursery admits funded and non-funded children from the start of the funding period following their third birthday, term times only.

POINTS OF ADMISSION TO NURSERY

2.1	We want children who are eligible for funding to start as soon as they can. If we have a space your child will be admitted.	
2.2	If we don't have a space your child's name will be added to a waiting list that is kept in order of their priority for a place. We will let you know if a place becomes available.	
2.3	The table in section 1.10 shows the dates when you can claim funding for your child if you are eligible.	
2.4	We expect most children will leave the nursery to start full time in reception in the September following their fourth birthday.	
	If your child is born (or reaches 9 months) between:	You can claim funding from:
	1 January and 31 March	1 April following the child's birthday
	1 April and 31 August	1 September following the child's birthday
	1 September and 31 December	1 January following the child's birthday
2.5	If you choose to defer or delay entry into school the Early Years Funding is paid up until the time when your child reaches compulsory school age.	
2.6	There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in reception are for full-time admission in the September following the	

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	fourth birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.
2.7	If your child is offered a staggered or part time start in school, you will not be funded to also attend nursery because the school is funded for your child to attend full time in the reception class.

SESSIONS AVAILABLE IN OUR NURSERY

3.1	Our school makes an offer for the universal 570-hour (15 hours) funding entitlement for 3 and 4 year olds as well as the 1140 hour extended working entitlement (30 hours) funding for children from three of: 09:00-12:00 and 12:00-15:00									
3.2	We only open for 38 weeks of the year which is during school term times.									
3.3	The table below sets out the session times that you can choose. When applying for a place please use the online enquiry form and tell us what sessions you want in the Parent Declaration section. If you need support completing the online enquiry form, please visit our Reception or speak to our Early Years Team.									
3.4	These are the sessions that you can choose. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take. <table><tr><th>Session choices</th><th>Hours</th><th>Bought, Funded or both?</th></tr><tr><td>09:00 - 12:00</td><td>3 hours</td><td>Both</td></tr><tr><td>12:00 - 15:00</td><td>3 hours</td><td>Both</td></tr></table>	Session choices	Hours	Bought, Funded or both?	09:00 - 12:00	3 hours	Both	12:00 - 15:00	3 hours	Both
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09:00 - 12:00	3 hours	Both								
12:00 - 15:00	3 hours	Both								
3.5	The school has signed up to the Devon County Council Provider Agreement and is compliant with the requirements for funded hours and for charging.									

CHARGES

4.1	There is no charge for applying for a place, for admission or for the provision of the funded entitlements.
4.2	We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary.
4.3	Details about buying additional sessions in the nursery are set out in the Trust Charging and Remissions Policy – Education South West Charging Policy

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SCHOOL MEALS

5.1	Free school meals (FSM) must be provided by us for children (whose parents meet the eligibility criteria) and if their child attends both the AM and PM sessions (9.00am till 3.00pm).
5.2	A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. You should check your eligibility through the Citizens Portal so you can tell us if you are eligible when you apply for a place.
5.3	Children who do not meet the eligibility criteria for free school meals in our nursery (All children) are offered the opportunity to either buy a school lunch or bring a packed lunch if they attend for the full day (9.00am-3.00pm).

HELP WITH THE COST OF CHILDCARE

6.1	We accept childcare vouchers from the following providers: - Sodexo (Pluxee) - Edenred - Employers for Childcare - National Savings - Computer Vouchers - SLC Loans
6.2	We are registered for Tax-Free Childcare , and Universal Credit Childcare .
6.3	If you are under 20 and a student, you may get help with childcare costs through Care to Learn .
6.4	If you are a full time student in higher education and you qualify for student finance - you may be able to get a Childcare Grant .
6.5	If you receive an NHS Bursary and you are a medical or dental student – you may be able to get a Childcare Allowance (CCA) through the NHS Business Services Authority.
6.6	If you are unemployed your work coach may be able to support, you with the cost of childcare. Please speak directly with them.

VISITING THE NURSERY

7.1	We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer.
7.2	Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered. If you would like to visit us, you should contact the school to make an appointment. School Reception: 01392 284990.

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7.3	Wynstream nursery offers stay and play opportunities throughout the year as taster sessions for future pupils and parents/carers. These are advertised on the school website.

BEFORE YOU APPLY

8.1	Use this link to check if you are entitled to a Free School Meal .
8.2	If you are a working parent please check your eligibility for the working entitlement funding (30 hours) here .
8.3	Evidence of eligibility will be checked before an offer of a place is made .
8.4	You should check to see if you can get extra funding for your early years provider through Early Years Pupil Premium funding before making an application for a place.
8.5	If you need more childcare than the funded entitlement allows, you can set up a childcare account to benefit from Tax Free Childcare .

HOW TO APPLY FOR A NURSERY PLACE

9.1	You should complete the Initial Enquiry Form here or visit our School Reception for them to complete the form on your behalf.
9.2	You will then be emailed with a link to our online application form where you can complete your full application. This includes a section for the Parent Declaration, in which you will specify the sessions you would like to request for your child to attend the nursery.
9.3	If you would like help completing the forms, please mention this to the school office or to someone in the nursery.
9.4	If there are places immediately available your child may be able to start right away.
9.5	If there are no places available and if there is also a waiting list for places; this may particularly be the case for children starting in September, the following dates will be in place so we can manage the applications.
9.6	The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time.

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9.7	If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.
9.8	No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

INFORMATION PROVIDED IN AN APPLICATION

10.1	We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery, and this disadvantages another child.
10.2	If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
10.3	You will be asked to provide date of birth evidence so we can check your child's age.

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WHAT HAPPENS NEXT

11.1	If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the trustees prioritise applications according to the oversubscription criteria.			
11.2	We do not consider the sessions requested when prioritising who should have a place.			
11.3	We will endeavour to give the hours requested In the Parent Declaration section of your Application Form. It is inevitable, however, that some parents will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.			
11.4	By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the nursery and to plan for your child to start.			
11.5	You will also be contacted if we do not have a place available so that you can apply to another provider.			
11.6	Overview of the Admissions Process			
	Visit the nursery:	Spring term	Summer term	Autumn term
	Apply by:	1 May	1 September	1 January
	Admissions panel meet:	2nd week of May	2nd week of September	2nd week of January
	Receive a letter about your application before:	May half term	October half term	February half term
	Reply to the letter:	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).
	Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

PUBLISHED NURSERY ADMISSIONS NUMBER (PNAN)

12.1	This is the number of places we intend to make available in our nursery.
12.2	Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we will take more children - above the PNAN, or we will increase the PNAN.
12.3	The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

PUBLISHED NURSERY ADMISSIONS NUMBER (PNAN)

12.4	The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on the school website.	
12.5	If there is an increase in the demand for places, we may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.	
12.6	The table below sets out our PNAN for September 2026 – September 2027 .	
	The maximum number of 3 and 4-year-old children that will be admitted at any one session is:	8 per session
12.7	Where the number of applications exceeds the number of places available the trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours: NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA September 1, 2026 – August 31, 2027 <i>To be used when the number of applications exceeds the number of sessions available in the nursery for all ages of children.</i> A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted [11]. i) Looked after Children [12] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO) [13] including those who were in state care outside of England and ceased to be in state care because they were adopted. ii) Priority will next be given to children or parents with an exceptional medical or social need [14] to attend this nursery. iii) Priority will next be given to children who live in the schools designated area and are eligible for Early Years Pupil Premium or Disability Access Funding. iv) Priority will next be given to children who live within the schools designated area and whose parents are eligible for the working entitlement. v) Priority will next be given to children who live in the schools designated area who have a sibling at the school or nursery. vi) Priority will next be given to all other children who live in the schools designated area. vii) Priority will next be given to children who live outside of the schools designated area with a sibling at the school or nursery. viii) Priority will next be given to children who live outside the schools designated area who are eligible for Early Years Pupil Premium or Disability Access Funding. ix) Priority will next be given to the children of members of staff who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.	

PUBLISHED NURSERY ADMISSIONS NUMBER (PNAN)

	x) Other children. [12] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority. [13] These children meet the eligibility criteria for targeted two-year-old funding and for Early Years Pupil Premium. [14] Evidence from a medical specialist or social worker must be provided. [15] Parents must be encouraged to check their eligibility through the Citizens Portal before making an application.
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WAITING LISTS

13.1	Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
13.2	If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
13.3	Parents with children that are not due to start within the next two terms, will be asked to complete the Nursery Enquiry form and told when they should apply.

ADMISSIONS APPEALS

14.1	If a nursery place is refused, you can go through the school's complaints process to express your concerns. The trustees will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, the panel will consider the impact of the decision on your child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.
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TRANSPORT

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| 14.1 | No transport is available for nursery children. |
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UNIFORM

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| 15.1 | Children are not expected to wear a uniform. |
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CLAIMING THE EARLY YEARS FUNDING

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| 16.1 | Early Years Funding can be taken at more than one provider; you cannot use providers on more than two sites in one day. Each provider claims the funding on your behalf based on the sessions that have been booked and up to the amount that you are eligible to have. |
| 16.2 | It is important that everyone can clearly see what time is taken as funded and what time is being bought. |
| 16.3 | You must not claim more than you are entitled to receive, checks are carried out to ensure that over claims are not made. |

CHANGES TO ATTENDANCE

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| 17.1 | Changes to the times that your child attends will generally be agreed with the School Administrator. |
| 17.2 | <p>The oversubscription criteria will be applied to both a) and b) below to determine within each list which children should be given priority for the unfilled sessions.</p> <ul style="list-style-type: none"> a. Children already attending the nursery wishing to increase, decrease or change the times attending. b. New applications from parents whose child does not yet attend the nursery and are on the prioritised waiting list. |
| 17.3 | It is expected that you will ensure that your child attends at the times agreed so that a good routine can be established. |

INDUCTION AND TRANSITION ARRANGEMENTS

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| 17.1 | <p>Reception Transition Stay and Play Sessions</p> <p>As part of transition, we have Reception Transition "Stay and Play" sessions. These sessions provide a valuable opportunity for children to begin their transition into Reception. During the visits, your child will be able to meet their teacher and the adults who will be working with</p> |
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them, explore the classroom and learning environment, and start to become familiar with the school setting.

Parents and carers are warmly invited to stay with their child throughout the sessions.

Transition sessions will take place on a range of dates and times. Families are welcome to attend one or more sessions, depending on availability, to help support their child's transition.

We understand that some children may benefit from a more gradual or quieter introduction. A limited number of enhanced transition sessions are available, offering a smaller, more personalised visit to the classroom. If you feel this would be helpful, or if you would prefer to arrange a separate meeting, please contact the school office to discuss this further.

We look forward to welcoming you and your child and supporting a smooth and positive start to their Reception year.

CONTACTS AND FURTHER INFORMATION

Headteacher	Elise Redman
Nursery Contact	Sarah Vickery
Email Address	admin@wynstreamprimary.org.uk
Telephone	01392 284990
Website	www.wynstreamprimary.org.uk