



## **KINGSHILL INFANT SCHOOL**

# **POLICY AND GUIDANCE ON ADMISSIONS TO KINGSHILL NURSERY**

**Academic Year  
2026/2027**

**September 2025  
Review Due September 2026**

### **Admission to Kingshill Nursery**

- Kingshill Nursery offers morning, afternoon and thirty hour funded places. The school takes full responsibility for managing the process for Nursery admissions

- Children will be admitted into Nursery via applications sent directly via our Nursery admissions email:  
[nurseryadmissions@kingshill.herts.sch.uk](mailto:nurseryadmissions@kingshill.herts.sch.uk)

(or handed in to the school office by the cut-off date 6<sup>th</sup> March 2026.)

- Late applications may be considered if spaces are available.
- Thirty hour funded provision will only be offered to parents who have a valid eligibility code. Places will only be offered provisionally until an initial code has been obtained and will be confirmed once the code has been verified for the term.
- Thirty Hour funded children can share their entitlement with a partner organisation, e.g. a pre-school or a childminder. Kingshill Infant School will be the universal provider; therefore, the partner organisation will need to claim for the extended hours.
- Parents state their preference for morning or afternoon sessions at the time of application. The school cannot guarantee that preferences can be met for all families' dependent on availability at the time of request.
- In the event of over-subscription, unsuccessful applicants will be asked if they would like an alternative session or to stay on a waiting list on a first come, first served basis.
- If a child is accessing 30-hour provision, they will be required to bring in a balanced packed lunch.
- We are able to offer an additional hour for lunch for those children accessing both morning and afternoon sessions. These cost £6.25 per session and must be booked half termly in advance by emailing [nurserywraparound@kingshill.herts.sch.uk](mailto:nurserywraparound@kingshill.herts.sch.uk)
- Where a family does not qualify for 30 hours per week of free early years education, but expresses an interest in and takes up the offer of the 30 hours – where available - they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate (currently £6.25 per hour) determined by the admitting authority. This will be payable half termly in advance.
- Parents will be expected to pay for any additional hours their child attends which is above their entitlement, half termly in advance. Fees are currently £6.25 per hour\*.
- We now offer a breakfast club and after school club (Treetops) which can be booked half-termly in advance through the nursery teacher. Fees are currently £6.25 per hour\*.

## Notes

Parents of three and four year olds will need to meet the following criteria to be eligible for 30 hours' free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. The latest values for this can be found here: <https://www.gov.uk/nationalminimum-wage>.
- This applies whether you are in paid employment, self-employed or on zero hours' contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds. Who will not qualify? A parent will not meet the criteria when:
  - Either parent has an income of more than £100,000.
  - Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds) What happens if a parent loses eligibility?
    - They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
    - Once the "grace period" has lapsed, the parent may be entitled to the universal 15-hour entitlement.
    - If fees are not paid on time, additional hours will be removed until payment is received.

Admission is subject to an application being made and places being available. For the academic year 2026-2027 children will be allocated a place for a September start only. We do not offer a January intake.

Admission to the Nursery does not guarantee a place in the Infant school.

Applications for Reception must be made on a separate application via Hertfordshire County Council.

## Attendance

There are 30 places in our Nursery. Places which are part time are for five morning sessions or afternoon sessions per week in line with the core offer.

Each session lasts 3 hours. Children who are accessing 30 Hours provision will attend both morning and afternoon sessions.

Children can be considered for a morning place, afternoon or 30-hours term time only.

The Nursery sessions are as follows:

Session	Time	Hours	Additional Information	Allocated Places
Morning Session	8.30-11.30am	15 hours	Government Funded	Up to 32 places
Afternoon Session	12.30-3.30pm	15 hours	Government Funded	Up to 32 places
30 Hour Funded	8.30-2.30pm	30 Hours	Government Funded	Up to 32 places

There is a maximum of 32 places available across all sessions.

### **Admissions Procedure**

1. Nursery Open day will take place on November 8<sup>th</sup> 2025. Please ring the school office to book a place or just turn up.
2. Admissions open on 5<sup>th</sup> January 2026.
3. Application forms can be obtained from the school office or on our website. Once completed they should be returned to the school office by the 6<sup>th</sup> March 2026 or emailed to [nurseryadmissions@kingshill.herts.sch.uk](mailto:nurseryadmissions@kingshill.herts.sch.uk)
4. All applications for places in the Nursery will be held by the school and considered during the first two weeks week in March.
5. Parents will receive a letter of offer in late March.
6. Places will need to be accepted within two weeks or the offer may be withdrawn.
7. Extra wrap around care sessions will need to be confirmed by Friday 3<sup>rd</sup> July 2026 via email [nurserywraparound@kingshill.herts.sch.uk](mailto:nurserywraparound@kingshill.herts.sch.uk) to enable invoicing in advance of a September start. **Cancellations after this date will incur a fee of 50%.**
8. See our wraparound policy on our website for more information

### **Allocation of Places**

Children who have an 'Education, Health and Care Plan' which names our Nursery must be offered a place.

If at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### **Oversubscription Criteria to be used in the event of oversubscription**

1. Children Looked After and previously Looked After
2. Children of Kingshill Staff
3. Children with a sibling at the school or St Mary's Junior School
4. Families requesting 30-hours provision.
5. Distance from the school using the Hertfordshire County Council website

### **Waiting Lists**

When the Nursery is full, a waiting list will be established in the oversubscription priority order. When places become available, children will be considered from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

### **In Year Admissions**

In Year applications for a place part way through a term will be considered by the Headteacher. If a place is not available, children will be placed on a waiting list. In year admission is only available to those children whose 3rd birthday falls before 31<sup>st</sup> August of the previous school year.