Monkleigh Primary School Nursery

Nursery Admissions Policy

September 1, 2026 – August 31, 2027

As a Community School Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC must be followed by VC and Community Schools.

The Ethos of Monkleigh Primary School Nursery

We are committed to developing the 'Whole Unique Child' through a challenging, engaging and inspiring and ambitious curriculum and environment.

We play, learn and form positive relationships alongside the children. It is essential that we provide the children with excellent learning role models. Developing, supporting and encouraging children to ensure that they are strong, independent, confident and immersed in their learning drives us.

Communication and Language is a real priority for all of the children in our setting. During every experience, interaction and conversation we introduce and develop challenging vocabulary and develop and foster a love for language, books, stories, songs and rhymes.

We use each child's next steps to shape learning experiences and to challenge and extend their thinking. We listen to what the children want to learn and provide experiences and opportunities for this. It is our number one goal that our children feel safe and valued as this will enable them to become confident and curious learners. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst

embedding a positive attitude to school and learning. We believe that all children deserve to be valued as an individual and we are passionate in supporting all children to develop their resilience, capabilities, confidence and self-esteem to enable them to achieve their full, unique potential.

At Monkleigh Primary School, we strongly believe that the beginning of our children's educational journey ignites the flame for learning and is imperative in "transforming lives, transforming communities".

Early Years Funding

- You may be entitled to funded nursery sessions. Please use the Childcare Checker to find out what your family is entitled to receive.
- The government's Best Start in Life website gives information about childcare funding and support available to parents.
- School is required to check original copies of documentation to confirm that your child has reached the eligible age for all funded entitlements. You can provide a birth certificate, passport or Biometric Residence Permit (or something similar). School must retain copies of this document for seven years.

Universal Entitlement

Universal Entitlement

- All children aged **3 and 4 years** are entitled to **570 funded hours per year**, equivalent to **15 hours per week for 38 weeks of the year** (term time provision).
- Children become eligible for this funding from the term after their third birthday:
    - Children turning 3 between **1 January and 31 March** can access funding from the **Summer Term (April)**.
    - Children turning 3 between **1 April and 31 August** can access funding from the **Autumn Term (September)**.
    - Children turning 3 between **1 September and 31 December** can access funding from the **Spring Term (January)**.

Working Parent Entitlement

- Eligible working parents of children aged **9 months to 4 years** can access up to **30 funded hours per week for 38 weeks per year (1,140 hours annually)** from the term after their child becomes eligible.
- Children become eligible from the term after they reach the relevant age:
    - Children reaching **9 months of age between 1 January and 31 March** can access funding from the **Summer Term (April)**.
    - Children reaching **9 months of age between 1 April and 31 August** can access funding from the **Autumn Term (September)**.

    - Children reaching **9 months of age between 1 September and 31 December** can access funding from the **Spring Term (January)**.
- Eligible working parents/carers must apply through the Government Childcare Service and obtain a valid eligibility code before their child can access funded hours.
- You can apply from when your child is **23 weeks old**, and applications should be made before the relevant termly deadline to ensure funding can begin at the start of the next term.
- Eligible parents/carers will receive a code beginning with '50' (or a temporary code beginning '11') which must be provided to the school.
- The school must validate the code through **Devon County Council** before funding can be claimed.
- Eligibility codes must be reconfirmed every three months through the Government Childcare Service.
- If a parent becomes ineligible, a statutory grace period may apply during which funding will continue to be received.
- If eligibility ends and the grace period expires, children aged 3 and 4 years will continue to receive the **15-hour universal entitlement**

Monkleigh Primary School accepts children from 9 months of age, subject to the availability of places and staffing ratios. Funded places are available in accordance with the Government's childcare funding criteria and eligibility requirements.

Early Learning for 2 Year Olds (ELF2)

- We encourage all parents/carers with a two-year-old (or approaching their second birthday) to check their eligibility for Early Learning for 2 Year Olds (ELF2) funding via the Citizens Portal or by telephoning the Customer Service Centre on 0345 155 1013, who can complete an assisted application with you.
- Eligible parents/carers will receive confirmation of their entitlement, including the name of the child, the earliest date they can take up a funded place and a reference number beginning TYF. Please share this confirmation with the school so that eligibility can be verified.
- If you are eligible for both ELF2 funding (15 hours) and the Working Parent Entitlement (up to 30 hours), the school will claim the most appropriate funding stream and record eligibility for any additional funding that may be available.
- Children aged 9 months to 2 years may be eligible for funded childcare through the Working Parent Entitlement scheme. Parents/carers should check their eligibility through the Government Childcare Service and provide their eligibility code to the school.
- Funding for eligible children aged 9 months and above can be accessed from the term after they reach the relevant age, in accordance with Government funding regulations.

Other funding to support your child

- **Disability Access Funding (DAF)** is given to school to support children with disabilities or special educational needs. It aids access by supporting us to make reasonable adjustments. Children who are accessing some, or all, of their early year's entitlement funding, who are in receipt of Disability Living Allowance and who meet the eligibility criteria can apply for Disability Access Funding. These forms can be found on DCC website https://www.devon.gov.uk/eycs/for-providers/business-finance-and-funding/
- **Early Years Pupil Premium (EYPP)** is additional funding for school to improve the education we provide and the outcomes for children. Devon County Council identifies children who are in care to Devon and funding for these children is automatically paid to the school. These forms can be found on DCC website https://www.devon.gov.uk/eycs/for-providers/business-finance-and-funding/
- Please ask the school office for an economic application form for EYPP so that we can claim all funding that your child may be eligible to receive.
- We need to know whether your child is in care to another local authority, or if they have left care and are subject to a special guardianship, child arrangement, or adoption order. If this applies to your child, please ask the school office for a Children in Care application form for EYPP.
- There is no lower age limit for a Free School Meal. Please check if your child can have free school meals on the Citizens Portal. In addition to meeting the eligibility criteria when you choose your session times Free School Meals can only be given when you book a full day.
- Please complete the **Parent Declaration Form** You will find our privacy notice on this form to comply with the General Data Protection Requirements (GDPR) These forms can be found on the website. This form helps us to collect the information needed to make funding claims for your child. School must have your written consent to use your codes and personal details for funding purposes. The updated Privacy Policy can also be found here: https://www.monkleigh-primary.devon.sch.uk/page/?title=GDPR&pid=12
- 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.
- There may be some children who are only attending for bought hours and some that only attend for funded hours.

- The maximum amount of funded time that you can take in a day is 8.5 hours; you cannot use more than two sites for funded early years places in a day.

Admissions to the nursery Monkleigh Primary School admits:

- All funded children from 9 months term time only
- All non-funded children from 9 months term times only
- All funded children from their second birthday term times only
- All non-funded children from their second birthday term times only
- All funded children from their third birthday term times only
- All non-funded children from their third birthday term times only
- Funded and non-funded children from the start of the funding period following their nine month/second/third birthday term times only

Points of admission to nursery

- 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.
- 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.

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

- The table above shows the dates when you can claim funding for your child if you are eligible.
- We expect most children will leave the nursery to start full time in reception in the September following their fourth birthday.
- 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.

- There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday (compulsory school age). All places offered in reception are for full-time admission. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.
- 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

Monkleigh Primary School offers funded nursery places for eligible children from 9 months to 4 years of age. We provide places for children accessing the 15-hour Universal Entitlement for 3 and 4-year-olds, Early Learning for 2 Year Olds (ELF2) funding for eligible 2-year-olds, and the Working Parent Entitlement of up to 30 hours per week (1,140 hours per year) for eligible children aged 9 months and above. Funded places are available in accordance with current government eligibility criteria and funding regulations.

Sessions available:

Morning: 8:am-12pm, 8:am – 1pm, 9am-12pm or 9:00am – 1pm

Afternoon: 1pm- 3pm, 1pm - 3:30pm, 1pm - 4pm, 1pm – 4.30pm 1pm – 5.30pm

All day: 8am - 3pm, 8am - 3:30pm, 8am - 4pm, 8am – 4.30pm, 8am – 5.30pm

9am - 3:pm, 9am - 3:30pm, 9am - 4:pm, 9am - 4:30pm, 9am - 5:30pm

- We only open for 38 weeks of the year which is during school term times.
- The table below sets out the session times that you can choose. When applying for a place please use the DCAF-Nursery Application Form and tell us what sessions you want on the application form.
- 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.

Session choices	Hours	Bought, Funded or both?
8:00am – 12:00pm	4	Bought and funded
9:00am – 12:00pm	3	Bought and funded
1.00pm – 3.00pm	2	Bought and funded
1.00pm – 3.30pm	2.5	Bought and funded
1.00pm – 4.00pm	3	Bought and funded
1.00pm – 4.30pm	3.5	Bought and funded
1.00pm – 5.30pm	4.5	Bought and funded
8:00am - 3:00pm	7	Bought and funded
8:00am - 3:30pm	7.5	Bought and funded
8:00am - 4:00pm	8	Bought and funded
8:00am - 4:30pm	8.5	Bought and funded
8:00am - 5:30pm	9.5	Bought and funded
9:00am - 3:00pm	6	Bought and funded
9:00am - 3:30pm	6.5	Bought and funded
9:00am – 4.00pm	7	Bought and funded
9:00am - 4:30pm	7.5	Bought and funded
9:00am - 5:30pm	8.5	Bought and funded

- The school has signed up to the Devon County Council Provider Agreement https://www.devon.gov.uk/eycs/document/provider-agreement/ and is compliant with the requirements for funded hours and for charging.

Charges

- There is no charge for applying for a nursery place, for admission or for the provision of the funded entitlements.
- We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary.

- Details about buying additional sessions in the nursery are set out in the schools **Charging and Remissions Policy** and the Parent Information Booklet

School Lunches

- Free school meals (FSM) must be provided by us 2-11 for children (whose parents meet the eligibility criteria) and if their child attends both before and after the lunch time period. This generally means an all-day session.
- A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Please check your eligibility for a free school meal through the Citizens Portal so you can tell us if you are eligible when you apply for a place.
- 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 during lunch time.

Help with the cost of childcare

- We accept Tax Free Childcare.
- We are registered for Tax-Free Childcare and if you work you may be able to claim Universal Credit Childcare.
- If you are under 20 and a student, you may get help with childcare costs through Care to Learn.
- 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.
- 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.
- 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

- 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.
- 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. Please contact the office admin@monkleigh-primary.devon.sch.uk or telephone 01805 623269

- We offer Open Sessions before application.

Before You Apply

- ✓ If your child is *aged 9 months or over*, please check which childcare funding scheme you may be eligible for before making an application. Eligible working parents of children aged 9 months to 4 years may be able to access funded childcare through the Government's Working Parent Entitlement scheme.
- ✓ If your child is *approaching their second birthday or is already two years old*, please check your eligibility for *Early Learning for 2-Year-Olds (ELF2**)*** funding [here].
- ✓ You can use the same [link] to check whether you are eligible for *Free School Meals***.**
- ✓ If you are a working parent, please check your eligibility for the *Working Parent Entitlement (up to 30 funded hours per week)* through the *Childcare Checker***.**
- ✓ Evidence of eligibility will be checked before an offer of a place is made.
- ✓ Please check whether your child may be eligible for *additional support funding through Early Years Pupil Premium (EYPP)* before making an application for a place. Ask the school office for an EYPP Declaration Form if you receive qualifying benefits, or for the EYPP Children in Care Form if your child is in care, adopted, or subject to a child arrangements order or special guardianship order.
- ✓ If you need more childcare than your funded entitlement provides, you can set up a *Childcare Account* to benefit from *Tax-Free Childcare*.
- ✓ Please note that attendance at Monkleigh Primary School Nursery does not guarantee admission to the school's Reception class. A separate application must be made through the normal admissions process.

How to apply for a nursery place

- ✓ You must complete both the DCAF Nursery Application Form and the Parent Declaration Form and return them to the school.
- These forms are available online from https://www.monkleigh-primary.devon.sch.uk/ or as hard copies from the school office.
- If you would like help completing the forms, please mention this to the school office or to someone in the nursery.
- Please provide evidence of your child's date of birth and address when you apply for a place. If you, or your child, has an exceptional medical or social need please, provide a letter from a professional to accompany your application. Any evidence needs to be emailed into school – photographed or a screen shot or brought into school so that a member of staff can scan it.
- If there are places immediately available your child may be able to start right away.

- 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.
- The closing dates for applications for the nursery intake are 1 February, 1 May and 1 October You can apply after these dates, but your application may not be considered until after all the applications that were on time.
- 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.
- No places will be held in reserve for a child who applies late; the nursery cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website and through social media but the responsibility for making an application will be with you as the parent.

Information provided in an application

- Please complete your application fully and honestly. 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.
- 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.

What happens next

- 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 governing body prioritise applications according to the oversubscription criteria.
- We do not consider the sessions requested when prioritising who should have a place.
- We will endeavour to give the hours requested on the DCAF Nursery Application Form however, 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.

- By 31 May, 31 October, and 28 February we will contact successful parents to welcome them to the nursery and to plan for your child to start.
- You will also be contacted if we do not have a place available so that you can apply to another provider.

Overview of the Admissions Process

Visit the nursery:	Spring term	Summer term	Autumn term
Apply by:	1 February	1 May	1 October
Admissions panel meet:	4 February	4 May	4 October
Receive a letter about your application before:	February half term	May half term	October half term
Reply to the letter/email:	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)	April Summer Term	September Autumn Term	January Spring term

Published Nursery Admissions Number (PNAN)

- This is the number of places we intend to make available in our nursery.
- Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand for places and we could admit more children, we will endeavour to take more children - above the PNAN, or we will increase the PNAN.
- 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.

- If there is a change to the PNAN part way through the year this will be published on the school website.
- 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.

The table below sets out our PNAN for September 2026– September 27

The maximum number of 3 and 4-year-old children that will be admitted at any one time is:	**15**
The maximum number of 2-year-old children that will be admitted at any one time is:	**10**
The maximum number of Under 2s -year-old children that will be admitted at any one time is	**5**

- Where the number of applications exceeds the number of places available the governing body 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

To be used when the number of applications exceeds the number of sessions available in the nursery for all ages of children.

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 Learning for 2 -year-olds (ELF2) funding or 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 Learning for 2-year-olds (ELF2) funding, 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.

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.

Waiting lists

- 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.
- 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.
- Parents with children that are not due to start within the next two terms, will be asked to complete the Note of Interest Form which can be found at **https://www.monkleigh-primary.devon.sch.uk/classes/class-r**and told when they should apply.

Admission appeals

- If a nursery place is refused, you can go through the school's complaints process https://www.monkleigh-primary.devon.sch.uk/ to express your concerns. The governing body 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 are both the physical space and sufficient staff available.

Transport

- No transport is available for nursery children.

Uniform

There is a nursery Uniform – Further information can be found in the Parent Information Booklet:

Claiming the Early Years Funding

- 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.
- It is important that everyone can clearly see what time is taken as funded and what time is being bought.
- You must not claim more than you are entitled to receive, checks are carried out to ensure that over claims are not made.

Notice Periods

18.1 We claim for a notice period of up to 4 weeks - this is for funded and chargeable hours. Prior to admission, all parents are required to sign a contract agreeing to this notice period.

18.2 Where a parent has decided to leave a funded place, we can claim up to a maximum of 4 weeks (28 days) funding from the last day of attendance or the date the parent gave notice (whichever is earlier). No distinction is made between times that are open or closed.

For example: a parent gives notice to a term time provider on the 31st March. The 4 week notice period would therefore end on the 28th April. The provider is closed for 2 weeks (Easter holidays) during the notice period and therefore only 2 weeks of funding can be claimed.

18.3 If the parent leaves Monkleigh School without giving notice, we may claim funding in accordance with the paragraphs above. Should the parent choose to attend another provider before the notice period ends, the parent will be responsible for any costs at the new provider for the remainder of the notice period.

18.4 Where a child claims funding from us and moves to another local authority, the notice period will be honoured.

Changes to attendance

- Changes to the times that your child attends will generally be agreed with Jodie Baker and the office staff
- 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.

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.

- 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

19.1 Visits prior to application are warmly welcomed. After you have visited, we will direct you to our Nursery Page on the Monkleigh School Website. If your child is not due to start school within the next two terms, Your Register of Interest form will be filed and the school office will provide you with a date for when you should return your full application. If your child is due to start school, please return your Parent Declaration Form and Application Form. We will contact you to inform you about whether your application has been successful or unsuccessful and will provide you with information about your child's settling in sessions.

Contacts and further information

Headteacher:	**Karen Reeves**
Nursery Contact:	**Jodie baker**
E-mail:	admin**@monkleigh-primary.devon.sch.uk**
Telephone:	**01805 623269**