



School Nursery Admissions Policy

September 1, 2025 – August 31, 2026

As a voluntary controlled (VC) /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.

- [DCAF 25-26 application form](#)
- [Parent Declaration Form](#)
- [EYPP children in Care](#)
- [Economic EYPP Declaration From](#)

The Ethos of Monkleigh Primary School We are a forward-thinking school, with a happy, secure and stimulating learning environment in which all members of the school community can grow in confidence and develop their full potential. We aim to prepare our children and students for a rapidly changing world by equipping them with critical thinking skills and respect for core values of honesty, loyalty, and compassion. Students will have success for today and be prepared for tomorrow

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 1140 hours **stretched across a year** or 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 If your child is two, or will soon be turning two, you should also [use this checker to see if you can get a funded place](#) for your two-year-old before you make an application. This is for **Targeted Two Year old** funding.
- 1.10 As well as the targeted two year old funding, 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.
- 1.11 If you are eligible for both the **targeted 2-year-old funding (15 hours)** and the **2-year-old funding for working parents (30 hours)** school will claim the latter as it is for more hours and will make a note of your eligibility for the targeted two year old funding as your child may be eligible for other funding as well.
- 1.12 Please see the table below with dates relating to eligibility for the working parents funding.

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)

- 1.13 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.
- 1.14 There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 1.15 The maximum amount of funded time that you can take in a day is 10 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 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 second/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 Our nursery usually fills up during the autumn term. This means that places rarely become available until the following September unless a child reduces their hours or leaves. We do not want you to wait for a place if one is unlikely

to be available. In these instances, we suggest that you find an alternative provision.

- 2.4 The table above shows the dates when you can claim funding for your child if you are eligible.
- 2.5 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

- 2.6 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.
- 2.7 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 **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.
- 2.8 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 and **targeted two year old funding** as well as the 1140 hour extended working entitlement (**30 hours**) funding for all nursery children, for children from two:

Morning Sessions of 9:00am to 12:00pm (or from 8:00am)

Afternoon Sessions 12:00 - 3:00pm

Afternoon Sessions 12:00 - 3:30pm (or 4:30pm)

All Day Sessions of 9:00am to 3:00pm (Or from 8:00am – 4:30pm)

- 3.2 We offer 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 [DCAF-0 Nursery Application Form](#) and tell us what sessions you want on the [Parent declaration 2025-26](#) .
- 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.

Session choices	Hours	Bought, Funded or both?
8am – 12pm	4	Both
8am – 3pm	7	Both
8am – 3.30pm	7.5	Both
8am – 4.30pm	8.5	Both
9am – 12pm	3	Both
9am – 3pm	6	Both
9am – 3.30pm	6.5	Both
9am – 4.30pm	7.5	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 No bought activities are compulsory. We charge a deposit of £25 to book a place in the nursery/preschool. If you choose not to take up a place the deposit will not be returned.
- 4.4 Details about buying additional sessions in the nursery are set out in the schools **Charging and Remissions Policy** [Charging and remissions policy 2025-26](#)

School Lunches

- 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** before and after the lunch time period. This generally means an all-day session.
- 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 As a governor/trustee run preschool we are not required to offer free school meals.
- 5.4 Children who do not meet the eligibility criteria for free school meals in our pre-school are offered the opportunity to either buy a school lunch or bring a packed lunch if they attend during lunch time.

Children who are two or until the term after they turn three will have lunch included if they attend school between 12:00 – 1:00. This will be the main meal choice. Parents will liaise with the Class teacher or Sunflowers Teaching Assistant.

Help with the cost of childcare

- 6.1 We accept childcare vouchers
- 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. Mrs Hobbs/Mrs Dennis in

the School Office (01805 623269) or
adminsupportfsu@monkleigh-primary.devon.sch.uk

- 7.3 We offer open afternoons for prospective parents throughout the year. These mornings are advertised via the school website.

Before you apply

- 8.1 If your child is almost two or has had their second birthday - before making an application, please check your [eligibility](#) for **Targeted 2-year-old funding** [here](#).
- 8.2 You can use the same [link](#) to check if you are entitled to a **Free School Meal**.
- 8.3 If you are a working parent please check your [eligibility](#) for the **working entitlement funding** (30 hours) [here](#).
- 8.4 Evidence of **eligibility will be checked before an offer of a place is made**.
- 8.5 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.
- 8.6 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

- 8.1 You must complete **both** the [DCAF-0 Nursery Application Form 2025 - 2026](#) and the [Parent declaration 2025-26](#) **and return them to the school**.
- 8.2 These forms are available [online for you to download and complete] or as hard copies from the school office.
- 8.3 If you would like help completing the forms, please mention this to the school office or to someone in the nursery.
- 8.4 If there are places immediately available your child may be able to start right away.
- 8.5 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.
- 8.6 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.
- 8.7 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.

- 8.8 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 and through social media] but the responsibility for making an application will be with you as the parent.

Information provided in an application

- 9.1 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.
- 9.2 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.
- 9.3 You will be asked to provide **date of birth evidence** so we can check your child's age.

What happens next

- 10.1 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 governing body/ trustees prioritise applications according to the oversubscription criteria.
- 10.2 We do not consider the sessions requested when prioritising who should have a place.
- 10.3 We will endeavour to give the hours requested on the Parent Declaration Form [Parent declaration 2025-26](#). 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.
- 10.4 By 15 May, 15 October, and 15 February we will contact successful parents to welcome them to the nursery and to plan for your child to start.
- 10.5 You will also be contacted if we do not have a place available so that you can apply to another provider.
- 10.6 **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)

- 11.1 This is the number of places we intend to make available in our nursery.
- 11.2 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.
- 11.3 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.
- 11.4 The governing body/ 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.
- 11.5 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.
- 11.6 The table below sets out our **PNAN for September 2025 – September 26.**

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:	7

The maximum number of 2,3 and 4-year-old children that will be admitted at any one time is:	22
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- 11.7 Where the number of applications exceeds the number of places available the trustees/governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

September 1, 2025 – August 31, 2026

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 **targeted two-year-old 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 targeted two-year-old 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.

[15] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

Waiting lists

- 12.1 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.
- 12.2 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.
- 12.3 Parents with children that are not due to start within the next two terms, will be asked to complete the [Note of Interest](#) and told when they should apply.

Admission appeals

- 13.1 If a nursery place is refused, you can go through the school's complaints process [Complaints Procedure](#) to express your concerns. The governing body/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.

Transport

- 14.1 No transport is available for nursery children.

Uniform

- 15.1 Children **are** expected to wear a uniform.
- 15.2 School Uniform can be purchased from [Monkleigh Primary – School Threads](#) and the rest of the uniform can be bought from retail outlets. Please refer to Parent Information Booklet for further information.

Claiming the Early Years Funding

- 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

- 17.1 Changes to the times that your child attends will generally be agreed with Mrs Emptage.
- 17.2 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.
- 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.

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.

Induction and transition arrangements

19.1 Visits prior to application are warmly welcomed. After you have visited, we will direct you to our [FSU 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 (Copies are included in the Information Pack). 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:	Hayley Dennis Kate Emptage
E-mail:	hdennis@monkleigh-primary.devon.sch.uk
Telephone:	01805623269
Website:	Monkleigh Primary School, North Devon.