

Approved by:	Governors and Staff	Date: September 2026
Last reviewed on:	July 2026	
Next review due by:	September 2027	

INTENT

Kington Primary School has a dedicated Nursery for children aged between 2-years and school age. We offer Nursery sessions during term-time only.

The aim of the Nursery is to provide a stimulating and safe learning environment where all our children can develop and broaden their educational experiences and which prepares them for full-time school. Activities during sessions are carefully planned to support both our Toddlers (2- to 3-year-olds) and our Preschoolers (3-to 4-year-olds) to develop the skills and knowledge they need to succeed in the next step of their school journey.

Children in Nursery are taught by a qualified teacher and a level 3 qualified nursery assistant.

We are a mainstream Nursery class, however, we welcome all children to our setting and are fully committed to support children with additional needs or SEND.

IMPLEMENTATION

The different sessions we offer

- Our Nursery offers two sessions per day:
 - **Morning Session** (9am to 12pm)
 - **Afternoon Session** (12.30pm to 3.30pm)
- Each session lasts for 3 hours.
- Each session has space for **thirteen** 3-and 4-year-olds and **five** 2-year-olds.
- Children must attend a minimum of **2** sessions per week to enable them to settle. Children who receive funding can attend for **5** or **10** sessions per week, depending on the level of funding that they receive.
- Most children who attend our setting use funded hours to pay for their space. Families can choose whether to use their full entitlement of funded hours or to only use part of them.
 - Children who receive **15-hours-funding** may attend up to:
 - 5 Morning Sessions
OR
 - 5 Afternoon Sessions
OR
 - 2 *Shorter* Full Days (9am to **3pm**) plus 1 additional session (a.m. or p.m.)
 - Children who receive **30 hours-funding** may attend up to:
 - 5 *Shorter* Full Days (9am to 3pm)
OR
 - 4 Full Days (9am to 3.30pm) and 1 Shorter Day (9am to 1pm)

- Children whose parents pay for Nursery provision may attend up to 10 sessions per week.

Please speak to Nursery if you would like your child to attend a different pattern of hours and we will try to accommodate you if staffing and space allows.

Please note that the sessions offered will depend on availability and parents may need to wait until there is space in the session that they would like.

Structure of the Sessions

Our **Morning Session** starts with circle time. Next, children have an extended period of free-choice play and will be encouraged during this time to engage with the planned, adult-led activity that is being offered during the session. Children will then come together on the carpet for singing and phonics time before sitting at the table for snack time. After snack time, children have the chance to play outside, and the session ends with story time or a music and movement activity.

Children who stay for full days will eat their **lunch** in the Nursery Classroom and will be looked after by a lunchtime supervisor as they eat. Children who stay for lunch need to bring a packed lunch with them to Nursery to eat or can order a hot meal through our school meals provider.

Our **Afternoon Session** starts with circle time. It is followed by an extended period of free-choice play and children will be encouraged during this time to engage with the planned, adult-led activity that is being offered during the session. Children will then sit at the table for snack time. After snack time, children have the chance to play outside, and the session ends with story time or a music and movement activity.

Extended Provision

We are able to offer extended provision after our regular Nursery session. This must be booked in advance on a half-termly basis.

3.30pm to 4.30pm:

- An hour in After-School Club supervised by a level 3 qualified Teaching Assistant
- We are able to accept between 5 and 8 children per session (depending on the age of the children)
- This provision has a cost of £5 per session

Payment for extended provision is required, in advance, at the start of each half term. *If payments are not made for after-session provision, then the offer of this extended provision will be withdrawn.*

Parents may wish to use funded hours to pay for extended provision e.g. A child with 15 hours funding could attend our setting from 9am to 4.30pm for two days per week. Nursery staff are happy to discuss availability and alternative ways to use funding with families; however, this has to be booked in advance for staffing reasons.

Nursery Funding and Payments

2-Year-Olds

Some 2-year-old children are entitled to funded early years education subject to eligibility. There are two types of funding that families may be able to apply for.

1. Families who claim certain types of benefits or meet other criteria can apply for 15 hours of 2-year-old funding through Herefordshire Council. Families are able to check eligibility and apply for this funding online at:

<https://www.herefordshire.gov.uk/family-support/free-early-education-childcare/2>

When this type of 2-year-old funding is granted, families will be given an eligibility code which must be given to the school office. The school office will verify the funding code and check its start date before a Nursery place is offered.

2. Families where parents are both in work can apply for up to 30 hours of 2-year-old funding through the Government's website. Families are able to check eligibility and apply for this funding online at:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

When this type of 2-year-old funding is granted, families will be given an eligibility code which must be given to the school office. The school office will verify the funding code and check its start date before a Nursery place is offered. *This funding must be re-applied for every 3-months and families who fail to reapply will lose the funding.* In the case of the funding being lost, parents will be given the option to pay for sessions or to withdraw their child from Nursery until they become eligible for funding once more.

Parents of 2-year-olds who are not eligible for either of the types of early years education funding are able to pay for sessions, if there is availability. To ensure that children are able to settle well at Nursery, they must attend for a minimum of 2 sessions per week. The cost for 2-year-olds is currently **£21** per session. Payment for sessions is required, in advance, at the start of each half term. *If payments are not made for nursery sessions, then the offer of a place in the class will be withdrawn.*

3- and 4-Year Olds:

There are two types of funding available to 3-and 4-year olds:

1. 15 Hours Universal NEF:

Children who are 3 and 4 years old are entitled to *15-hours* funded nursery education per week from the term following their third birthday.

Parents do not have to apply for this funding themselves, but they will be asked to complete a Parent Declaration Form, which will be given to them by the school office, before their child starts at Nursery.

2. 30 Hours Funding:

Working parents of 3 to 4-year-olds may be eligible for 15 hours extra childcare in addition to the 15-hours nursery education hours (*30 hours* in total per week). Parents can check eligibility and apply for 30 hours funding online at:

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

If the funding application is granted, families will be given an eligibility code which must be given to the school office. The school office will verify the code and check its start date. *30-Hours-Funding must be re-applied for every 3-months and families who fail to reapply will lose the funding. In the case of the funding being lost, parents will be only be able to use their 15 hours entitlement.*

Any 3- and 4-year-olds who do not qualify for 30 hours funding may stay for additional, paid for, sessions beyond their 15 hours entitlement. However, this will depend on availability as priority for additional spaces is given to children who receive funding. These additional sessions are offered on a half-termly basis on the understanding that the space will only be available until needed by a child who receives funding. The cost for 3 and 4-year-olds is currently **£18** per 3-hour session. Payment for sessions is required, in advance, at the start of each half term. *If payments are not made for sessions, then the offer of these additional sessions will also be withdrawn.*

Admission Criteria

As the Nursery does not have the same catchment area as the school, we have a separate admission criteria. It serves a wider area as not all schools have Local Authority nursery provision.

- The maximum number of 3-and 4-year-old children we can accommodate per session is 13. The staffing ratio is 1 adult to 13 children.
- The maximum number of 2-year-old children we can accommodate per session is 5. The staffing ratio is 1 adult to 5 children.

In the event of over subscription, your child will be placed on a waiting list and then children will be offered a space when it becomes available. Please come and talk to us about this if you have any concerns.

Children on the waiting list will be allocated spaces based on the following criteria:

- **Chronological age**, until the spaces are allocated. Other remaining applications will be held on the waiting list in age order.
- **Eligibility for Funding** – children eligible for government funding are given priority over children who pay for spaces

Children may be moved up the waiting list for social / medical / compassionate reasons. These may be children referred to the school by the Educational Psychologist, Medical Practitioner, Social Services, Health Visitor or other appropriate agencies or may be 'Looked After Children', refugees or asylum seekers.

N.B. Admission to the Nursery does not mean automatic admission to our Reception Class at the end of your child's time in Nursery. School Admissions (for Reception) are made through the Local Authority. Nursery staff will be able to support you with this process and inform you of important dates.

Admission Procedure

When a parent makes an initial enquiry about our Nursery, they will be invited to come and have a look around our setting and meet the staff. If, after visiting, they would like their child to join our Nursery, they will be asked to fill in an Admissions Form. Parents are asked to indicate on the Admission Form the term and the year that they would like their child to join our Nursery. When parents return the admission form to the school office, they must bring their child's birth certificate for office staff to check their child's date of birth.

The Nursery Teacher will acknowledge receipt of the admissions form via email to the parent/ carer. They will advise the parent/ carer of the sessions that are currently available, send information about applying for Nursery funding and invite the child and their parent/ carer to come for a 'stay-and-play' session at Nursery.

At the 'Stay-and-Play' session, the Nursery Teacher will talk to the parents/ carers while their child plays. Parents/ carers will also be given a pack of forms to complete. These forms include permission forms and a Parent Funding Declaration form where parents must provide eligibility codes (if 2-year-old funding or 30-hours funding for 3-and-4-year-olds is to be used).

Forms should be completed and returned to the school office. The office will check eligibility for funding and also check that all forms have been completed fully. Once these checks have been made, the Nursery Teacher will arrange a start date for the child to join Nursery.

Expectations

When parents/ carers accept a place for their child in our Nursery Class there is an *expectation* that they will:

- Ensure that their children arrive punctually and attend regularly. (Please ensure that absences are for genuine reasons only.)
- Attend parents' meetings to discuss their child's progress.
- Engage with Tapestry, our online learning journal
- Read and agree to follow our EYFS Potty Training Policy
- Read and agree to follow our EYFS Food and Nutrition Policy

IMPACT

The School Senior Leaders, School Governors, EYFS coordinator and Nursery Teacher are responsible for monitoring and evaluating pupil numbers in Nursery; deciding on the sessions that are offered; looking at the impact of funding and payments on the school budget; and considering the needs of children and their families when accessing Nursery provision.

The Nursery Admission and Payment policy will be reflected in our practice. The policy will be reviewed annually.