



Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

Headteacher: Mr Robert Staples BA (Hons)
Tel: (01438) 351053 Fax: (01438) 750116 E-mail: admin@fairlands.herts.sch.uk www.fairlands.herts.sch.uk

POLICY STATEMENT

NURSERY ADMISSIONS

APPROVED BY GOVERNORS	September 2026
TO BE REVIEWED BY	September 2027

FAIRLANDS PRIMARY SCHOOL

NURSERY ADMISSIONS

In this document, we use the following terminology:

- Admission – the process by which a child is allocated a place
- Place – each child occupies one place in the setting, which may comprise of any number of sessions
- Session – a three-hour block of time per day, either morning or afternoon

Eligibility

A child will be eligible for admission to the nursery class from the start of the autumn term after they turn three years old. Admission is subject to an application being made and places being available.

A child will be eligible for 30 hours if they meet the criteria as set down by the government^[i]. Parents and carers will be expected to demonstrate their eligibility termly. This will be confirmed when you first contact the school.

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, they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the admitting authority.

Capacity

The nursery has capacity to accommodate children in 120 sessions per week. Children access a mixture of preferred models ^[ii]:

- Full Day Place: morning and afternoon session 8.30am – 3.30pm
(35 hours: two 15-hour sessions plus 5 hours' lunchtime childcare at no additional cost)^[iii]
- Morning Place: five mornings a week 8.30am - 11.30am (15 hours)
- Afternoon Place: five afternoons a week 12.30pm – 3.30pm (15 hours)

Specific numbers for each type of place will be decided, depending on demand, and will be at the admitting authority's discretion.

Nursery Lunch Club

The Nursery Lunch Club runs from 11.30am until 12.30pm every day and is open to all Nursery children, whether they go to the morning or afternoon session. Please book your place in advance through Arbor, informing us of your meal choice if your child attends afternoon nursery.

The cost for Nursery Lunch Club is £6.15 per session with a meal, or £3.50 per session if your child brings their own packed lunch.

For more details about admissions to our Nursery, contact the school office.

Application process

The admitting authority for Fairlands Primary School is The Claxton Trust. Parents and carers wishing to apply for a place should use the online application form here: <https://www.fairlands.herts.sch.uk/Admissions-Enquiry/>

If parents or carers have any questions about the admissions process, they should contact the Lower Office in the first instance amy.mcdonagh@fairlands.herts.sch.uk

A response will be made to all applications within two weeks of receipt in term time, or within the first week after a school holiday.

Applications are dealt with on a first come, first served basis.

All children with a statement of special educational need which names the school; **or**, with an education, health and care plan that names the school, will be allocated a place in accordance with section 324 of the Education Act 1996.

Where the Nursery is oversubscribed, it will maintain a waiting list in order of receipt of application.

Please note nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's final decision.

Admission to the school's nursery does not guarantee admission to the reception class at our school. Applications for reception must be made on a separate application through Hertfordshire County Council and be submitted by the statutory deadline to be considered. More information can be found here:

<https://www.fairlands.herts.sch.uk/Admissions-Enquiry/>

NOTES

[i] *Parents of three- and four-year-olds will need to meet the latest criteria to be eligible for 30 hours' free childcare. The latest guidance for this can be found here: <https://www.gov.uk/get-childcare>*

[ii] *Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible. If parents wish to access different models of provision, this is discussed on a case-by-case basis, subject to availability after allocations are made in line with our preferred models.*

[iii] *If a child is full-time, they will also be required to either purchase a school meal or bring in a packed lunch.*