



Nursery Admissions and Fees Policy



7th July 2026

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Contents

	<u>Item</u>	<u>Page Number</u>
1	Aims and Expectations	3
2	Provision and Application	3
3	Allocation of Places & Oversubscription Criteria	3
4	Session Times and Charges	4
5	Invoices & Payment	4
6	Government Funding	5
6	Applying for a Reception Place	5
7	Policy review	5



1.0 Aims and Expectations

1.1 The purpose of this policy is:

- A. To ensure the transparent allocation of places for children to access integrated care and education at the nursery provision within Manor Drive Primary Academy.
- B. To outline how all children in our community have ease of access and to provide the required support to ensure parents/guardians are well informed of the services and facilities available to them.
- C. To provide a transparent model about fees and payment for nursery services provided.

2.0 Provision and Application - Manor Drive Primary Academy Nursery

2.1 Within Manor Drive Primary Academy Nursery we have one nursery room offering childcare for children aged three and four years old.

2.2 In September 2026 we will be able to offer up to 24 nursery places within every session in our nursery setting.

2.3 Manor Drive Primary Academy Nursery has two sessions per day. It operates Monday - Friday during term time. Please find the session times below:

- A. Morning session: 8:45 am - 11:45 am
- B. Afternoon session 12:15 pm - 3:15 pm

2.4 In addition to the sessions outlined above, we are also able to offer wraparound childcare provision for an additional fixed fee:

- A. Lunchtime supervision session: 11:45am - 12:15pm

2.5 If a parent or guardian would like to access lunchtime wraparound childcare for their child this must be booked in advance alongside a child's booked nursery sessions.

3.0 Allocation of Places & Oversubscription Criteria:

3.1 When our nursery sessions are currently at capacity and a new place becomes available, we operate a waiting list and places are allocated and offered out to families according to the following criteria:

- A. Looked after children and children on a child in need or child protection plan.
- B. Children with an Education, Health and Care Plan.
- C. Children of staff that currently work within the academy.
- D. Those children that have siblings who currently attend Manor Drive Primary Academy.
- E. Those children living in close proximity to the academy.
- F. Those children living in the academy catchment area.



3.2 We reserve the right to offer a place to a child that may be subject to a Child Protection Plan, considered to be a Child In Need, or by attending Manor Drive Primary Academy Nursery it means that as a setting we can more effectively meet their safeguarding needs.

3.3 When a place becomes available we also give priority to current pupils to increase or change their sessions. Parents/guardians need to request these session changes by completing a Change of Session form.

3.4 Changes to sessions usually begin at the start of a new half term and with two weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available and we always offer to current families first in order of application made.

3.5 We cannot reserve nursery spaces for children to increase their time once they have started on roll with us. If a parent/carer decides not to take up their full allocation of sessions when their child begins, these spaces will be allocated to the next child on the waiting list.

4.0 Session Times and Charges

4.1 Children are able to access the following session times, dependent on availability:

Manor Drive Primary Academy Nursery		
Children Aged 3 & 4		
Session:	Time:	Cost:
Morning Session	8:45 am - 11:45am	£22
Lunchtime Supervision	11:45 am - 12:15pm	£2
Afternoon Session	12:15 pm - 3:15pm	£22

5.0 Invoices & Payment

5.1 Parents and guardians will be charged via MCAS for any nursery session or lunchtime supervision charges incurred that are separate to government childcare funding.

5.2 Within the first week of each half term a child's nursery fees will be uploaded onto a parent/carer's MCAS account and a final date for payment within the half term will be given. Parents and carers are able to make one complete payment for the fees, or part payments, so long as the charge is cleared in full by the date given.

5.3 If a parent or guardian is concerned about not being able to make payment regarding their nursery fees we urge them to contact us to discuss further as soon as possible. We are committed to working alongside families in exceptional circumstances.



5.4 Late or unpaid payments could result in a child losing their place within our nursery setting, as well as county court judgments being pursued against parents or guardians in order to recover outstanding fees.

5.5 If a child is absent from nursery for any reason, other than the nursery being closed, all booked sessions must still be paid for in full.

6.0 Government Funding

6.1 We accept government funding for 15 hours childcare for eligible three and four year olds. We also accept 30 hours Working Parent Entitlement (WPE) childcare funding for eligible children aged three and four years old.

6.2 For children aged three to four years, who fit the eligibility criteria, the 30 hours WPE funding code can be obtained by applying via the HMRC: <https://www.gov.uk/free-childcare-if-working>. Please note that the earliest that the funding can be claimed is the first full term after your child is 9 months old. The WPE Eligibility Code and your national Insurance number code must be provided to the setting for validating before funded sessions can be confirmed.

6.3 All 30 hour funding codes must be re-confirmed by parents every three months when prompted by the Childcare Service. Failure to re-confirm the code will put your funding at risk. If parents no longer have a valid code they will be charged for all the non-funded sessions that their child attends.

6.4 All three and four year old children are eligible for 15 hours per week as part of the Universal Entitlement, regardless of the family's income. This can be claimed from the first full term following the child's third birthday.

6.5 For all new starters that transfer from another childcare setting, a four week notice period must be given to the previous childcare provider. This will allow time for the funding to be cancelled at the old setting and then claimed for at the new setting (Manor Drive Primary Academy Nursery).

6.6 Failure to provide the 4 weeks notice will put the funding at risk and the parents/carers could be asked to pay for sessions until the funding is in place.

7.0 Reception Applications

7.1 Gaining a place at Manor Drive Primary Academy Nursery is not a guarantee of a reception place at Manor Drive Primary Academy.

7.2 Parents/guardians will still need to go through the usual Local Authority admissions processes to gain a reception place at Manor Drive Primary Academy.

8.0 Policy Review

8.1 This policy will be reviewed annually.