



**Roundwood Primary School
Nursery Admissions Policy**

Date of last review	Autumn 2025
Date of next review	Autumn 2026
Approved by:	FGB

Nursery Admissions Policy for the Academic Year beginning September 2026

1. Rationale

The Governors of Roundwood Primary School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to the school nursery for children aged three to four.

The Admissions Policy is reviewed annually.

2. Policy

Roundwood Primary School manages its own admissions procedure for nursery applications. All three- and four-year-olds are entitled to 15 hours of free early education from the term after they turn three.

Places are offered on the condition that a minimum 15 hours of provision should be accessed at Roundwood, although parents/carers entitled to 30 hours free childcare may choose to split this between Roundwood and alternative nursery provision.

The primary intake into the Roundwood nursery is for children in the September following their third birthday. However, the school may choose to admit a number of children in January (at the start of the Spring term) where a child is already three, subject to availability of spaces and at the sole discretion of the school. This would mean that they could spend more than three terms at the nursery.

2.1 Criteria for Admissions in the academic year 26-27

1. Children with an EHC (Education, Health and Care) Plan that names the nursery provision.
2. Children in public care (children looked after).
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to the nursery.
4. Children who are already attending the nursery at Roundwood Primary School.
5. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school i.e. Year 6.
6. Those who live nearest to the nursery as measured in a straight line calculated using the address point of the parent's home and the school. This will be based on the calculator on the Hertfordshire County Council website determining distances for school applications.

There are 30 funded nursery places at Roundwood, although this number may vary from time to time at the sole discretion of the school. There is an initial admissions round in March 2026 (for dates, see later in document). Whilst the majority of children will start in September 2026, the school may choose to allocate up to 4 places in the March admissions round for children whose third birthday is between 1st September 2026 and 31st December 2026 ("January Places"). These children would join the nursery in January 2027.

Any unfilled January Places may be offered in the March admissions round to children who turn three before September 2026 and wish to start in September 2026 (and similarly, any unfilled places for September 2026 may be offered to children able to start in January 2027). After the March admissions round, any subsequent unfilled places will be offered at the sole discretion of the school.

A family offered a January Place must pay a deposit of £75 and provide evidence of notice having been given to a child's current setting by the end of August 2026 in order to have the place held until January 2027.

Where applications exceed the number of places, the Admission Rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 4 or 5 than there are places available, priority under each rule in turn will be given to those who live nearest to the school (measuring distance as specified in Rule 6).

2.2 Application Process

All applications must be made directly to Roundwood Primary School using the school's own application form, which includes the opportunity for parents/carers to indicate preferences for any additional sessions.

Parents/carers may contact the school office (admin@roundwoodprimary.herts.sch.uk or 01582 460756) at any time to register their child on the school's Nursery Interest list. For the March admissions round, children who turn three before 31st August 2026 are eligible to apply for a place in the nursery from September 2026; children who turn three between 1st September and 31st December 2026 may apply for a place from January 2027. For children on the register of interest, an email will be sent out at the start of the admissions process to invite parents/carers to apply for a place. Otherwise, an application form can be requested from the school office or downloaded from the school website.

Parents/carers of children already attending the nursery do not need to complete a new application form, however they must confirm via email before the March admission round closes that they wish for their child to continue in the nursery for the academic year 2026-27.

2.3 Timeline for Applications

The key dates in the application process for the March admissions round are coordinated with other nursery school providers in Harpenden (PROVISIONAL DATES LISTED BELOW).

Tours of the nursery are available and can be booked via the school office. Alternatively, a virtual tour and information are available on the school website.

Monday 2 nd March 2026	Applications close
Monday 16 th March 2026	Places offered and sessions confirmed
Monday 23 rd March 2026	Deadline for parents/carers to accept places directly with the school

Applications received after 2nd March will only be considered if places remain after allocation of places is made in respect of on-time applications.

2.4 Continuing Interest

In the event of the nursery being oversubscribed, a continuing interest (CI) list will be maintained by the school. If a place becomes available during the school year, allocation will be made by applying the admissions criteria in Paragraph 2.1 to children on the CI list.

2.5 In-year Applications

Applications may be made throughout the school year and, where there is no waiting list, children will be admitted on roll at the earliest mutually convenient date for the child and the school. If there are no spaces available at the time of application, parents/carers will be offered the opportunity to place their child's name on the continuing interest list (see Paragraph 2.4 above).

2.6 Government funded 15-hour places

Government funded 15-hour places are offered and can be used over a minimum of four mornings from Monday to Friday between 8.30am and 11.30am during term time only, unless agreed otherwise in exceptional circumstances and at the sole discretion of the Headteacher. However, we strongly recommend to parents/carers that they send their children to nursery all five mornings to ensure continuity of teaching and learning of the key EYFS curriculum areas.

2.7 Government funded 30-hour places

Some three- and four-year-olds are entitled to an extra 15 hours of childcare funded by the government. Roundwood is a participating provider and is able to offer places to children of families eligible for 30 hours of funded childcare.

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents/carers must provide their eligibility code to the school office in order to be considered for a 30-hours place. Eligibility is reviewed termly and should a child fall out of eligibility during any term, fees will become payable.

Parents are reminded that a 30-hour code must be obtained in advance of the term starting in order to be eligible for 30 hours of government funding. Should a parent not have obtained a code in advance of the term starting, any additional sessions attended beyond the morning sessions available to all children will be charged for by the school.

The 30 hours can only be accessed through each day's morning session (8.30am-11.30am) and afternoon session (12pm-3pm). Should you wish provision for the full school day (8.30am-3pm) and are eligible for 30 hours funding, there will be a charge of £18.75 per week (£3.75 per day) excluding a hot lunch to cover the period between 11:30am and 12pm each day.

Hot meals are available at a current cost of £2.80 per day (subject to change, paid direct to our caterer, Relish), otherwise children are expected to bring a packed lunch.

2.8 Additional hours (fee paying)

In addition to the 15 hours funded places which are offered in the morning, parents/carers may request additional self-funded sessions during their application to the nursery and once their child is a pupil in the nursery in order to make up to a full school day (8.30am-3pm) or to include lunch club (11.30am-12.30pm).

Self-funded fees to extend provision from 15 hours morning session to a full school day are £29 per day or £135 per week. Fees for lunch club are £6.50 per day.

Hot lunches are available at a current cost of £2.80 per day (subject to change), paid directly to our caterer, Relish, otherwise children are expected to bring a packed lunch.

These sessions are subject to availability but also minimum child numbers to ensure both viability of the additional provision and that the experience provides sufficient varied social interaction for the children.

In order to plan our staffing, we ask parents/carers to commit to additional sessions for a full term; should you wish to request any changes to these sessions you must let the school office know half a term in advance (i.e. you must notify the school before the end of the first half term for any changes starting at the beginning of the following term). If your child does not attend any of their regular committed sessions, we will not refund you for sessions missed.

2.9 Payment for additional sessions and refunds for sessions missed

All additional sessions – whether self-funded or to extend a 30-hours place to a full school day - must be paid for when invoiced at the start of each term. The school accepts childcare vouchers from the major providers.

Even if you let us know in advance, if your child does not attend one of their regular committed sessions, we are not able to refund you for sessions missed.

2.10 Meals and snacks

Children are expected to bring a small snack for each morning session and a packed lunch for full day sessions unless parents/carers have opted for hot meals.

Wraparound care is not provided by Roundwood Primary School but can be arranged with our breakfast and afterschool club operator, Jousters. They can be contacted via email (jennie@jousterschildcare.com) or on 01707 894650 (Office)/07580 076045 (Jennie Denton – owner).