Moorside Primary School and Nursery
Nursery Admissions and Charging Policy
2026 - 2027

Date:	Review Date:	Coordinator:	Nominated Governor:	
September 2026	**September 2027**	**Mrs C Rowett**	**Mr C Lea**	
Headteacher:		**Mrs C Rowett**	**Date:**	08.10.26
Chair of Governors:		**Mr C Lea**	**Date:**	08.10.26

Main School Admissions
The arrangements in this policy are for admission to the Nursery and do not apply to those being admitted for school places. For main school admissions, please see our Admissions Policy.

Further Information
If you require further information about applying for a Nursery place at Moorside Primary School and Nursery, please contact:
School Business Manager, Moorside Primary School and Nursery, Harrogate Road, Ripon, HG4 1SU
Telephone: 01765 604208; Email: admin@moorside-pri.n-yorks.sch.uk.

Nursery Admissions
Admissions to Nursery are the responsibility of the Governing Body. The standard number agreed for admission to the Nursery is 24, maintaining statutory staff: pupil ratios of 1:8.

All applicants must be aware that acceptance of a place in Nursery does not guarantee entry to the main school. Parents and carers must apply again for entry into main school. We will ensure all Nursery parents are made aware of timescales in relation to this.

Responsibility for admissions is delegated to the Governing Body. It is the Governors' policy to admit children from the beginning of the term following the child's third birthday, dependent on space available within the Nursery.

Expressions of interest may be made by telephone or email (contact details as above) and all names will be recorded on a list. Parent/carers may register their interest in the school for their child from birth. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the Nursery. Places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

Attendance is booked termly in advance using a parental booking agreement. Funded (Universal and Extended) Nursery sessions are available each weekday morning 8.45-11.45am or full day 8.45am-2.45pm. Parents may choose to pay to extend the full day to 3.15pm.

All Nursery chargeable sessions are booked termly and paid in advance according to the Charging Policy (see Appendix 1).

Admissions for Nursery Places to start in September
The deadline for expressions of interest to start in September is the day before the Easter holidays in the previous school year. Expressions received after the deadline will not be considered unless there are places available and then the normal admission criteria will be followed. On the last day of the Spring term, the application form for Nursery admissions will be sent to all on the interest list, along with a form to indicate which sessions the parents would prefer. The deadline for the return of the application and session forms will be the first day of the Summer term.

All admission forms will be ranked according to the Nursery Admissions Criteria (see below). The offer of sessions will be made to meet parental need according to this ranking. Once a child has a place allocated, their hours of early years' education is theirs until they leave. However, sessions that have been allocated but not used due to unacceptable attendance can be reallocated to another child at the discretion of the Governing Body.

Once places have been allocated and accepted parents/carers must show a birth certificate or passport to confirm the child's date of birth and identity. In addition, proof of home address will be required, and parents will complete and sign a Parental Agreement and Admission Forms.

Deferring the Place
If parents/carers do not wish to take up the place offered they cannot hold that place.

Waiting List
Where it is not possible to offer a child their requested place, they can remain on the waiting list and places will be allocated from that list as hours become available. The waiting list will be ranked according to the admissions criteria.

In-Year Applications
For mid-year places, the school will contact parents in the term before their child is due to start Nursery to enable parents to complete the application form for nursery admissions. There are no deadline dates for in-year applications.

Nursery Admissions Criteria
Priority group one
Children and young people in public care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, proof that the child was previously in the care of a local authority will be required to support the application.
Priority group two
Children the authority believes have exceptional social or medical reasons for admission to the highest preference school. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the only school that can meet your child's needs and the difficulties that would be caused if the child had to attend another school. Panels of professionally

qualified people will consider all applications made under priority group two. Unsupported applications will not be considered under the social / medial criterion.

Priority group three

Siblings of children attending Moorside Primary School and Nursery at the time of entry to school.

Priority group four

Children living within the normal area of the school.

Priority group five

Children living outside the normal area of the school.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2026 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2026, we will give priority to those children with a sibling living nearest the school. All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team. A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between two parents, we consider the home address to be the one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place. We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

Unsuccessful applicants will be put on the Nursery waiting list.

Appendix 1

Charging Section of the Nursery Admissions and Charging Policy

All children are entitled to funded nursery provision from the term after their third birthday (15 or 30 hours per week depending on family circumstances). It is expected that the majority of parents will choose to take this entitlement for the hours spent in our nursery. The funding arrangements are made by the school. Parents must ensure they return an accurate termly parental booking agreement at the final appointment to confirm their child's nursery place, to ensure this funding can be arranged.

If a parent is taking any of their entitlement at another provider, they must indicate this on the parental booking agreement. If a parent is splitting their 15 or 30 hours with other providers, this must be made clear.

In order to provide parents with the opportunity to access 30 continuous funded hours, there will be no charge if a child who attends for a full day is picked up at 2.45pm. This means that if a child attends every day, their funded hours will be taken up with 6 hours daily, 8.45am to 2.45pm. Any parent who wishes to pick up their child at 3.15pm, must pay £2.00 for the 2.45-3.15pm session. If a child attends full days but not every day, the parent may use 6 ½ hours of their universal or extended funded hours and pick up at 3.15pm, unless they are using hours at another provider and exceeding their entitlement, in which case they must pick up at 2.45pm or pay £2.00 to extend to 3.15pm.

Morning and afternoon sessions can only be booked in blocks of three hours. Each session of 3 hours above the initial entitlement will be charged at £16.50 and will be added to the parental agreement. This charge will be reviewed annually.

Chargeable Nursery sessions must be booked termly in advance.

Once chargeable sessions have been allocated they will continue to be included in the nursery sessions allocations unless:

1. Parents have given a half term's written notice to cease the sessions;
2. The child leaves the nursery;
3. Payment for the chargeable sessions has not been made by the agreed date;
4. The child has not been attending the chargeable sessions regularly.

Fee Payment

Chargeable nursery sessions will be confirmed on the Parental Booking Agreement and payment should be made via ParentPay by the end of each week.

If a child is absent, whether due to sickness or any other reason, refunds or reductions are NOT available for absence (school costs do not diminish if your child is ill). In the cases of prolonged, unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Any charging for Nursery will not be carried out if it has a detrimental effect on other children accessing their free entitlement.