Woodlands Primary School

Nursery Information Statement

For all schools in Greenshaw Learning Trust, the Trust is the admissions authority. In implementing this information statement, the Headteacher, and school staff must take account of any advice given to them by the GLT Head of Admissions, the CEO and/or the GLT Board of Trustees.

Nursery provision is non-statutory and is not governed by the DfE School Admissions Code. This statement outlines how nursery places are allocated, funded, and managed at Woodlands Primary School.

Nursery Intake & **Provision**

Woodlands Primary School Nursery offers 39 nursery places. Children are admitted from the term following their third birthday and remain in the nursery until the end of the academic year in which they turn 4 years old.

Sessions Offered

- Morning Session: [8:45 AM – 11:45 AM] (15 Hours Universal)
- Afternoon Session: [12:15 PM – 3:15 PM] (15 Hours Universal)
- Full Day Session: [8:45 AM – 3:15 PM] (30 Hours Extended)
- Lunch Period: [11:45 AM – 12:15 PM]

Children attending 30-hour extended places stay in school for the lunch period. Supervision during lunchtime is provided free of charge, though parents must either provide a packed lunch or purchase a school meal.

Pattern of Attendance

Parents may request flexible session attendance, however, all requests are subject to availability.

Application dates and deadlines:

If the child is 3 on or between:	Applications to be made by:	Eligible for a nursery place:
1 April and 31 August	**30 April**	**Autumn Term (Sept)**
1 September and 31 Dec	**01 September**	**Spring Term (January)**
1 Jan and 31 March	**31 December**	**Summer Term (April)**

If a place cannot be offered immediately, parents may request to be placed on the nursery waiting list. Places that become available will be offered directly from the waiting list according to the criteria set out in the schools admission arrangements which can be found here

Universal & Extended Early Years Funding

To validate 15-hour or 30-hour government funding with the Local Authority, parents must provide:

- Parent's National Insurance (NI) Number
- Parent's Date of Birth
- Child's Official Birth Certificate

15 Hours Funding (Universal Entitlement)

All 3- and 4-year-old children are eligible for 15 hours of free, universal early education per week during term time, starting the term after their third birthday.

30 Hours Funding (Extended Entitlement)

Eligible working parents can access up to 30 hours of funded care per week. Parents must apply for and obtain an eligibility code from HMRC prior to the term's funding cut-off date

- **Reconfirmation:** Parents holding a 30-hour code must reconfirm their eligibility with HMRC every 3 months.

- **Lapse of Code:** If a code is not reconfirmed by the HMRC deadline, the child will lose eligibility for the extended 15 hours. The school is unable to issue individual reminders to parents to reconfirm HMRC codes.

Nursery Fees (Self-Funded Top-Up Hours)

Where places are available, the school may offer self-funded top-up hours for parents who do not qualify for 30 hours of government funding or whose funding code has lapsed.

- **Session Rate (2026–2027): [£18.00 / £18.00]** per AM or PM session.
- **Payment Terms:** Fees are invoiced monthly in advance on the first working day of each month. Daily or weekly payments are not accepted.
- **Default on Payment:** Payment is due within 14 calendar days of the 1st of the month. Failure to pay on time may result in the loss of your child's nursery place. The school reserves the
- right to seek legal recovery of unpaid fees.
- **Absences:** Refunds or reductions are not provided for missed sessions due to illness, holiday, or personal absence.

A minimum of **4 weeks' written notice** addressed to the Headteacher is required before withdrawing a child from the nursery or changing their agreed pattern of attendance.

If sufficient notice is not provided, parents paying via invoice will remain liable for up to 4 weeks of fees. In accordance with Local Authority early years funding guidelines, funding cannot be transferred to another provider until the 4-week notice period has elapsed.

Attendance

Regular and punctual attendance is essential for children to benefit fully from early years education.

1. If attendance or punctuality becomes erratic, the nursery teacher will discuss this with the parent/carer.
2. If poor attendance continues after 2 weeks, parents will be invited to a meeting with the Pastoral Support and/or Early Years lead to establish a support plan.
3. Continued unexcused absence exceeding 3 consecutive weeks without communication may result in the nursery place being withdrawn and reallocated to a child on the waiting list.

Transition to Reception

Attendance at the school's Nursery or Pre-School provision **does not prioritise, guarantee, or secure** a place in the school's Reception class.

A separate application for a Reception place must be submitted to your **home Local Authority** by **15 January** of the year your child is due to start primary school. All applications are processed by the Local Authority in accordance with the published oversubscription criteria for Woodlands Primary School.

Complaints

If you have any questions or concerns, please contact the school office in the first instance. If your concern is not resolved informally, please refer to the School Complaints Policy published on the school website.

If you remain unsatisfied after completing the three stages of our complaints process, you can escalate your complaint based on the nature of your concern:

- Quality of Care – Contact Ofsted via their website
- Accessing Entitlements / Early Years Funding – Submit a complaint via the South Gloucestershire Council; Local Authority Complaints Process

Please note, for concerns regarding place allocation - As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.