



Nursery Admissions and Fees Policy

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Our Nursery Offer

Waterloo Primary School and Nursery provides early education and childcare for children aged two, three and four. Places are offered subject to staffing, available space, the age range that the provision is registered or approved to serve, and the school's ability to meet statutory staffing and welfare requirements.

The school normally admits children at the beginning of the autumn, spring and summer terms. A place may be offered at another point where a vacancy exists and appropriate induction can be arranged.

Important

A Nursery place does not create any priority or automatic right to a Reception place at Waterloo Primary School. Families must apply separately through Sefton Council's coordinated school admissions process.

Principles

We will administer Nursery admissions fairly, clearly and consistently. In doing so, we will:

- place the child's welfare, safety and best interests at the centre of decisions;
- promote equality of opportunity and not discriminate unlawfully because of a protected characteristic;
- work constructively with families and relevant professionals where a child has special educational needs or disabilities (SEND), a medical need, or other additional needs;
- make funded hours available free of charge and identify any optional charges clearly;
- keep personal information secure and use it only for legitimate admissions, funding, safeguarding and educational purposes; and
- communicate decisions and any waiting-list position openly.

Funded Early Education & Childcare

Children Aged Two

Waterloo accepts children from the term after their second birthday, subject to available places. Depending on family circumstances, a child may be eligible for:

- 15 funded hours for eligible two-year-olds whose families receive specified forms of support or where the child meets another qualifying criterion; or
- up to 30 funded hours under the working-parent entitlement, where the parent or carer meets the national eligibility rules.

Children Aged Three and Four

All three- and four-year-olds are entitled to 15 funded hours from the term after their third birthday. Eligible working families may receive up to 30 funded hours in total.

How Funded Hours Work

National entitlements are normally described as 15 or 30 hours per week for 38 weeks of the year. Waterloo delivers places during school terms. The hours a child receives at Waterloo will depend on the family's entitlement, the session pattern agreed with the school, any hours claimed with another provider, and availability.

- Parents must give the school all information and eligibility codes needed for verification by the published deadline.

- Working-parent eligibility must usually be reconfirmed through the childcare account every three months, including during any period before the child starts.
- Where entitlement is split between providers, parents must tell each provider how the funded hours are to be divided. Waterloo will claim only the hours agreed and attended in line with local funding rules.
- If eligibility ends or is not reconfirmed, the local authority's applicable grace-period rules will be followed. The school will explain the child's revised offer and any optional paid hours available before charges arise.
- Funded hours are free. Charges may be made only for additional hours, meals, consumables or optional services that sit outside the funded entitlement. Families will not be required to purchase optional items as a condition of accessing funded hours.

Families can check current eligibility and application deadlines at Best Start in Life or GOV.UK. The school can assist with the process but cannot determine national eligibility.

Sessions and Charges

The session patterns below apply from September 2026 and are subject to availability. The school may review times and prices; families will receive reasonable written notice of changes. A packed lunch must be provided where shown, unless the school confirms a different catering arrangement.

Fifteen-Hour Patterns

Attendance Pattern	Funded Hours	Optional Additional Care
Five mornings	Monday–Friday 8.45am–11.45am	Lunchtime care until 12.30pm - £4.50 per day
Five afternoons	Monday–Friday 12.30pm–3.30pm	Lunchtime care from 11.45am - £4.50 per day
Beginning of the week	Monday and Tuesday: 8.45am–2.45pm	Extra care until 3.30pm - £4.50 per day Lunchtime care - £4.50 per day
End of the week	Wednesday—choose either: 8.45am–11.45am or 12.30pm–3.30pm Thursday and Friday: 8.45am–2.45pm	

Thirty-Hour Patterns

Attendance Pattern	Funded Hours	Optional Additional Care
Full days	Monday–Friday 8.45am–2.45pm	Extra care until 3.30pm - £4.50 per day

Additional Paid Hours and Consumables

Where a family is not eligible for funded hours, Nursery sessions may be purchased, subject to availability, at £15 per three-hour session. Snacks are provided at an optional cost of £5 per week (for 15 hour patterns) or £10 per week (for 30 hour patterns). Parents must provide appropriate nappies, wipes, milk or other drinks required for an individual child, barrier cream and sun cream, unless alternative arrangements have been agreed for medical, equality or hardship reasons.

No child will be excluded from funded provision because a family chooses not to purchase optional extras. Families experiencing financial difficulty should contact the school confidentially so that reasonable alternatives or support can be considered.

Lunches

Children attending over lunchtime may bring a packed lunch from home or order a school meal for £2.90 per day. The cost of a school meal is separate from the charge for additional lunchtime care.

Applying for a Place

An application form is available from the school website or school office. It may be returned to the office or emailed to admin@wps.mvlt.co.uk. The form asks for the preferred session pattern, but a particular pattern cannot be guaranteed.

The school publishes application and offer dates for each term on its website. Applications received after a deadline will be considered after on-time applications and placed on the waiting list if no suitable place remains.

Completing an application does not guarantee a place. The school will confirm offers in writing and will state the session pattern, proposed start date, any evidence or funding code required, and the deadline for acceptance.

Information required before admission

- the child's legal name, date of birth and home address, supported by reasonable evidence;
- details of all persons with parental responsibility and emergency contacts;
- medical, allergy, dietary, intimate-care, SEND and safeguarding information needed to keep the child safe and plan provision;
- the name of any previous or current early years provider and consent to support transition arrangements where appropriate;
- evidence of eligibility for a funded entitlement and the agreed division of hours where another provider is involved; and
- the signed parent declaration and Nursery agreement required by the local authority and school.

A child will not be disadvantaged in allocation because a parent has disclosed a disability, medical need, SEND or safeguarding concern. However, complete information is essential so that suitable support and a safe transition can be planned.

Allocation of Places

Where there are enough suitable places, all applicants will be offered a place. Where there are more applications than places for an age group or session pattern, places will be allocated in the following order. Within each criterion, the tie-break clause will apply.

Priority	Criterion
1	A child with an Education, Health and Care plan that names Waterloo for the relevant Nursery provision, where the statutory process requires admission.
2	A looked-after child, or a child who was previously looked after, including a child who appears to the school to have been in state care outside England and ceased to be in state care because they were adopted.
3	A child with an exceptional and evidenced medical, social or welfare need for whom Waterloo is demonstrably the most suitable setting. Evidence must normally be supplied by an appropriate professional and does not guarantee priority.
4	A child who will have a sibling attending Waterloo Primary School or Nursery when the Nursery place begins. A sibling includes a full, half, step, adopted or foster sibling living at the same address.
5	Children seeking their universal three- and four-year-old entitlement, ordered by proximity to school.
6	Other children, ordered by proximity to school.

Tie-Break

If applicants cannot be separated within a priority, the child living closest to the school will have priority. Distance will be measured using the method available to and recognised by the local authority at the time. If two addresses are an identical distance from the school, an independently witnessed random allocation will be used.

Address and shared care

The address used will normally be the child's permanent home address. Where a child lives at more than one address, the school may ask for evidence and will use the address at which the child normally lives for the majority of the school week. If time is divided equally, the address linked to Child Benefit or the child's registered NHS address will normally be used, subject to the evidence available.

SEND and specialist provision

Admission to a mainstream Nursery place will not be refused solely because a child has SEND or because the school must make reasonable adjustments. The school will work with the family, local authority and professionals to understand and plan for need. Admission to any formally designated specialist provision is determined through the local authority's statutory SEND placement process and is separate from this Nursery application process.

Offers, Waiting Lists and Changes

Accepting a Place

Parents must accept an offer by the stated deadline and provide any outstanding evidence or code. If there is no response after reasonable attempts to make contact, the offer may be withdrawn and made to the next eligible child.

Waiting List

Unsuccessful applicants may join the waiting list. The list will be ranked using the criteria in section 6 and will be re-ranked whenever a child is added or circumstances change; it is not ordered simply by the date of application. A place will be offered when a suitable vacancy arises. Families should tell the school promptly if their circumstances or contact details change.

Changing Sessions

Requests to change session patterns must be made in writing to admin@waterlooprimaryschool.co.uk. Changes will normally be considered for the start of the following term and depend on vacancies, staffing, the child's needs and funding arrangements. The school will confirm any change in writing before it takes effect.

Deferred Reception entry

Where deferred entry to Reception has been formally agreed, continuation in Nursery is subject to available capacity, funding rules and an agreed plan. Families should discuss this with the school and Sefton Council well in advance; it is not automatic.

Starting Nursery and Transition

Once a place is accepted, the school will agree a transition plan proportionate to the child's age and needs. This may include a parent meeting, home or setting visit, information-sharing with the previous provider, visits to Nursery and a phased start. A phased start will be reviewed and must not unnecessarily restrict a child's funded entitlement.

Parents must ensure that emergency, medical, allergy, dietary, SEND, intimate-care and collection information is accurate before the first session and updated immediately when it changes.

Attendance, Absence and Keeping a Place

Nursery attendance is not compulsory before a child reaches compulsory school age. However, once a place is accepted, regular and punctual attendance is important for learning, relationships, routines and safeguarding. Parents should report every absence promptly and explain the reason.

Where attendance is a concern, the school will contact the family, seek to understand barriers and offer reasonable support. It will consider the child's circumstances, including illness, disability, medical appointments, SEND, religious observance, family crisis and safeguarding needs. The school will not withdraw a funded place automatically because attendance falls below a fixed percentage.

A place may be withdrawn where there is prolonged unexplained absence, the child has not started by the agreed date, contact cannot be established despite reasonable efforts, or the place is demonstrably no longer required. Before withdrawal, the school will:

- complete appropriate safeguarding checks and consider whether the child may be missing education or at risk;
- make reasonable attempts to contact the family using all available details;
- consider relevant professional advice, equality duties and any known vulnerability; and
- give written notice, normally at least 20 school days, unless the family has clearly relinquished the place or an immediate safeguarding/legal reason requires a different course.

Optional paid sessions and charges remain payable during absence in accordance with the accepted agreement, including sickness or holiday, because staffing and the place have been reserved. Funded hours will be claimed only in accordance with local authority rules.

Fees, Invoicing and Non-Payment

Charges for additional hours, lunch cover and wraparound care will be invoiced in advance through ParentPay. Unless an invoice states otherwise, payment is due within 30 days. Charges remain payable during absence and during any four-week notice period for a paid place.

If payment is late, the school will issue a reminder and contact the family. It may restrict or end optional paid hours after reasonable written notice, but it will not withhold a child's funded entitlement because an optional charge is unpaid. Debt may be recovered in line with the Trust's finance and debt-recovery arrangements. Families experiencing difficulty should contact the school promptly and confidentially.

Late Collection and Uncollected Children

Children must be collected promptly by an authorised adult. If delay is unavoidable, parents must contact the school immediately. The school will follow its safeguarding procedure for an uncollected child and will continue trying emergency contacts. Staff will never leave a child unattended or release them to an unauthorised person.

- Collection after 11.50am following a morning session may incur a £4.50 lunch-supervision charge.
- A child aged three or over who is not collected by 3.30pm may be taken to After-School Club, where space and staffing permit, and the relevant charge will apply.
- If After-School Club cannot take the child, or the child is under three, an £11 late-collection charge may apply to reflect the staffing required.

Persistent late collection will lead to a meeting and may result in a review of optional paid or extended sessions. Safeguarding concerns will be addressed under the school's safeguarding procedures.

Wraparound Provision

Subject to availability, Breakfast Club and After-School Club are available to Nursery children aged three or over who attend the relevant morning or afternoon Nursery session. They are not currently available to two-year-olds.

Provision	Time	Charge
Breakfast Club	7.30am–8.45am	£5.50 per day
After-School Club – short	3.30pm–4.30pm	£5.50 per day
After-School Club – late	4.30pm–5.50pm	£6 per day
After-School Club – full	3.30pm–5.50pm	£11 per day

Ending a Place

Parents who wish to give up a Nursery place must give at least four weeks' written notice. Any agreed charges for paid hours remain due during the notice period. The school will confirm the final date and notify the local authority for funding purposes.

The school may end or vary optional paid provision for non-payment, persistent late collection, or a material breach of the agreement after reasonable attempts to resolve the issue. A funded place will only be withdrawn in accordance with section 9 and local authority funding requirements.

Decisions, Concerns and Complaints

A parent who believes this policy has not been applied correctly should first write to the Headteacher within 10 school days of the decision, explaining the concern and providing any relevant evidence. The Headteacher will arrange a review by a person who was not the original decision-maker where practicable and will respond in writing.

Nursery admissions do not carry the statutory school-admission appeal rights that apply to Reception and later year groups. A concern about the administration of this policy may be pursued through the school's Complaints Policy. Concerns about SEND assessment or an Education, Health and Care plan follow the separate statutory SEND routes.

Data Protection and Records

The school processes admissions and funding information in accordance with UK data-protection law, the Trust's privacy notices and records-retention arrangements. Information may be shared with Sefton Council, the Department for Education, HMRC, other childcare providers and relevant professionals where there is a lawful basis, including funding verification, safeguarding and supporting the child's education and care.

Monitoring and Review

The Headteacher and Early Years Leader will monitor applications, offers, waiting lists, attendance, withdrawals, complaints and the impact of the criteria on different groups. Fees and session patterns will be reviewed at least annually. The Local Governing Body will review this policy annually and sooner if legislation, statutory guidance, local funding requirements or school provision changes.