



**Jennett's Park CE Primary School
Nursery Admissions Policy 2026-27**

For admission from
September 2026

Date of last review	Autumn 2025
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Empowering our children to flourish and achieve under God's love and live life in all its fullness, John 10:10.

Jennett's Park CE Primary School is an openly inclusive Christian school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Jennett's Park CE Primary School we believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically.

We promise as a staff and community to try to serve the common good with our work as part of the Church of England and endeavour to enable our children to live life in all its fullness (John 10:10)

Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves in their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God, who feel valued and involved, where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

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Admission Overview

For the purpose of this policy, the Bonitas Multi-Academy Trust is the Admissions Authority. As an Academy of the Trust, the Governing Body has been delegated responsibility for deciding on Nursery admissions to Jennett's Park CE Primary School.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos, which is built around our 'Rainbow Promise' and is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values, in which children can learn and flourish. We welcome applications from all members of our local community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents/carers (see Appendix Note 1) to respect and support the Christian ethos of our school.

Nursery Classes

In our Nursery we have three classes: Rosefinches, Firefinches and Bullfinches.

- **Rosefinches** attend the morning session only: 8:45am-11:45am
- **Firefinches** attend the afternoon session only: 12:15pm-3:15pm
- **Bullfinches** attend both sessions and stay for the lunchtime period (11:45am-12:15pm). Bullfinches children are collected at 2.45pm or 3.15pm each day. Bullfinches children must bring a packed lunch with them each day as Nursery will not provide lunch.

Admission arrangements to Nursery in the academic year of September 2026-2027

At the time of Governor approval of this policy, all 3 and 4 years olds are entitled to 15 hours a week of free early education and childcare, usually taken over 38 weeks of the year. This is a universal entitlement. This means that at Jennett's Park Primary School Nursery if you attend a morning-only or afternoon-only session you will not be charged.

Additionally, working parents/carers of eligible 3 and 4 years olds may be entitled to a further 15 hours a week free childcare, often referred to as 30 hours or Free Childcare for Working Parents.

Eligibility for this is determined by HMRC through an online application. Further details can be found here: <https://www.gov.uk/free-childcare-if-working>. It is the parents/carers responsibility to apply for and reconfirm their eligibility every three months to ensure their childcare code remains valid. If you do not have a valid 30 hour code, charges will apply for hours above the universal 15 hours.

Please note foster carers who wish to apply for the extended entitlement, must apply directly to the Local Authority and should discuss this with their social worker.

The number of places available in each session are subject to availability and application, with a waiting list in operation. We must adhere to safeguarding, ratio and statutory space requirements at all times. The physical capacity of the Nursery class at any one time is 30 children due to statutory space requirements. The maximum capacity during the morning session, afternoon session or over lunchtime may be deemed lower due to statutory ratios.

For further information please visit:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

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Pupils may be admitted to our Nursery the term following their third birthday; this may be the start of the Autumn term, Spring term or the Summer term. The Nursery will not consider applications for earlier admission.

Nursery places are offered term-time only, five days a week, for at least two terms. There is the expectation that, following the agreed transition period, every child will attend every day unless unwell or in exceptional circumstances. Repeated failure to attend may lead to your child's Nursery place being withdrawn.

Children will not be admitted to the Nursery for less than five days a week or less than two terms, except in exceptional circumstances. Applications for reduced weekly attendance, or admittance for less than two terms, must be submitted in writing to the Governing Body (via the school office) for consideration.

The child's Nursery place continues until the end of the summer term prior to the September when they are eligible to start school, regardless of when they start Nursery.

Deferrals

Nursery places are allocated termly, if there are spaces available. If you do not wish your child to join the Nursery the term you are offered, you can refuse the place and remain on the waiting list for the following term. Please note that we cannot guarantee there will be spaces available the following term. There is no option to accept a Nursery place and then defer your child's Nursery start date to the following term.

A deferred school entry is when your child starts school during their normal academic year group, but at a later date. Should a parent/carer want to defer their child's school place and remain in the Nursery a request to retain the Nursery place must be made to the Governing Body, in writing, by the last day of the Spring term. If this is agreed you must also accept the school place your child is offered and indicate a deferred start date on the paperwork sent to you by your chosen school.

Delayed Entry

A delayed entry is when parents/carers of summer-born children request for their child to start school the academic year following their fifth birthday (Compulsory School Age). Should parents/carers want to delay their summer-born child's school place, and therefore join Nursery out of year group, a request must be made to the Governing body in writing, by the last day of the Spring term.

This must be in conjunction with Bracknell Forest School Admissions. A place will not be agreed unless this process has been followed.

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Nursery Sessions

When filling out our Nursery application form you will be asked to specify which session you would like. Please see example shown below:

Class	Session Times (Monday to Friday)	Type of Nursery Place
Bullfinches 32.5 hours	8:45am – 3:15pm	32.5 hours: <ul style="list-style-type: none">• 30 hours fully funded* / 2.5 hours non-funded• 15 hours fully funded / 17.5 hours non-funded
Bullfinches 30 hours	8:45am – 2:45pm Note: earlier collection time of 2:45pm	30 hours: <ul style="list-style-type: none">• 30 hours fully funded*• 15 hours fully funded / 15 hours non funded
Rosefinches	Morning / AM 8:45am – 11:45am	15 hours fully funded
Firefinches	Afternoon / PM 12:15pm – 3:15pm	15 hours fully funded

*A valid Free Childcare for Working Parents 30 hour code must be provided to the school the term before your child starts.

When choosing between the 30 hour or 32.5-hour sessions your decision is non-flexible. This means that you have to collect your child consistently each day at the same time (i.e. 2:45pm for 30 hours or 3:15pm for 32.5 hours). We do not offer flexible collection on different days.

Please note we are only able to offer one 15-hour place per child and cannot offer split full day sessions.

Application

To apply for a Nursery place, you must provide the following:

- A completed Nursery registration form (clearly identifying which one session you are applying for)
- A valid council tax bill (original copy) with resident parent/carers name and home address (See Appendix, Note 2)
- Child's birth certificate (original copy)

Only once all three items have been provided is your application complete and up for consideration.

If your child has an EHCP, or a social or medical need please note this on your application form.

Once offered a place in our Nursery you must complete and provide the following:

- A signed and completed offer letter.
- A signed and completed 'Parent Declaration Form' reflecting funded hours being claimed.
- A signed and dated Nursery Terms and Conditions.

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Allocation of Nursery Places

Parent/carers should note that the responsibility for allocating places lies with the Governing Body who meet regularly and have due regard for the community need. All places are subject to availability and offered in the following order:

1. Bullfinches: 32.5 hours
2. Bullfinches: 30 hours
3. Rosefinches: 15 hours
4. Firefinches: 15 hours

Should there be more applications than places available, these will be offered initially to children within the school designated area (See Appendix, Note 3) starting with the oldest child first. This is followed by all other applicants, starting with oldest first.

If there are insufficient places available for all children and no distinction can be made between applicants, a final decision will be made by the Governing Body's Admissions Committee using a lottery system.

Parents/carers are asked to recognise the following about applications:

- early application will not give greater priority
- length of time on waiting list will not give greater priority
- length of time a family has lived in designated area will not give greater priority
- sibling attendance at the school will not give greater priority

Multiple Births

In the case of multiple births, if there is only one place available to offer and no distinction can be made, the Governing Body will offer one place to the family. The family will be asked to identify which child will take the place offered. In this circumstance, the other 'multiple birth' child/children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

Application Closing Dates

Applications for the academic year 2026 - 2027 must be received by the dates listed below and must include the supporting documentation mentioned above in order to be processed.

If the child is born on or between:	Applications must be made to the school by:	Governors Admission Committee meets:	Child eligible for Nursery place in term following their third birthday:
1 April and 31 st August 2023	By 1.30pm 27 th March 2026	Summer term 2026	Autumn Term (September 2026)
1 September and 31 st December 2023	By 1.30pm 17 th July 2026	Autumn term 2026	Spring Term (January 2026)
1 st January and 31 st March 2024	By 1.30pm 18 th December 2026	Spring term 2027	Summer Term (April 2027)

Late Applications

Any applications received after the closing dates listed above will be deemed as 'late' and will only be considered after all on-time applications, and during the next meeting of the Admissions Committee.

Waiting Lists

The school will maintain a waiting list for each Nursery session. If your preferred session is not available parents/carers may be offered a different session, which they can accept and then choose to remain on the waiting list for their preferred first choice. If a child is not offered a Nursery place, parents/carers can choose to remain on any of the waiting lists.

Places are not allocated from the waiting list based on length of time spent on it. Places can only be filled following approval from the Governing Body's Admissions Committee. A child will remain on the waiting list for their preferred session until a parent/carer asks for them to be removed or until the 2-term minimum attendance point has passed, whichever comes first.

Extenuating Circumstances

As a school, we are committed to supporting vulnerable children and our local community. If you believe there may be extenuating circumstances (See Appendix, Note 4) relating to your application for your child to join our Nursery class and would like the Governing Body to consider these alongside your application, a request must be made in writing to the Governing Body.

Extenuating circumstances will be considered on a case-by-case basis by the Governing Body and may result in a child being ranked higher or admitted to the Nursery when they would not otherwise have been.

Parents/carers should note that the submission of evidence does not guarantee a place, particularly if the Nursery class is operationally full. The Governing Body will take into account class capacity, staffing ratios, and other operational factors when making decisions.

Parents/carers should also note that all decisions regarding Nursery Admissions remain the responsibility of the Governing body and are not delegated to the Headteacher or other members of staff. Any decisions made by the Governing Body are final.

Admission to Nursery under an extenuating circumstance does not guarantee entry into the main school.

Switching Sessions

The school is responsible for managing switching of Nursery sessions to ensure the Nursery operates at its most effective capacity.

Once your child's initial transition into Nursery is complete, should you wish to switch from one session to another, a request must be made to the school. If the school approves the switch, and a place is not immediately available, you will be added to the waiting list for that session. In some circumstances, where places are available, the school may propose the option of switching sessions to a parent/carer in order to best meet their child's needs. (Nursery fees still apply as usual.)

Following any session switch, a new 'Parent Declaration Form' will need to be completed.

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Nursery Fees

The hourly rate in Nursery is determined by the EYFS funding rate set by the Local Authority. For the academic year 2025-2026 the hourly funding Nursery rate is £6.30. **This price is subject to change and will rise annually in line with funding reviews.**

For the academic Year 2026-2027 the rate has not yet been published; typically the rate increases following a review. Please contact the school office for the most up-to-date information on Nursery fees.

Nursery charges apply for the duration of the term, regardless of illness and other absences and will be invoiced in advance by Bonitas Finance. Please see individual invoices for payment due dates. Invoices will be created using our system Magic Booking. Payments can be made using childcare vouchers, tax free childcare or bank transfer. Please speak to the Finance Officer if you have any questions.

Failure to make payment will result in your child's additional hours being withdrawn.

Fees for late collection will apply for all sessions.

Class	Session Times (Monday to Friday)	Type of Nursery Place	Nursery Charges
Bullfinches	8:45am – 3:15pm	32.5 hours: - 30 hours free* - 2.5 hours chargeable	30 hours free using Free Childcare for Working Parents Fees payable for remaining 2.5 hours.
		32.5 hours: - 15 hours free - 17.5 hours chargeable	15 hours free. Fees payable for remaining 17.5 hours.
Bullfinches	8:45am – 2:45pm Note: earlier collection time of 2:45pm	30 hours free	30 hours free using Free Childcare for Working Parents
		30 hours: - 15 hours funded - 15 hours non funded	15 hours free Fees payable for remaining 15 hours.
Rosefinches	Morning / AM 8:45am - 11:45am	15 hours: fully funded	15 hours free
Firefinches	Afternoon / PM 12:15pm - 3:15pm	15 hours: fully funded	15 hours free

*A valid Free Childcare for Working Parents 30 hour code must be provided to school the term before your child starts

Funding Eligibility and Previous Settings:

It is the responsibility of parents/carers to provide accurate information regarding their child's use of EYFS entitlement at other settings prior to joining Jennett's Park CE Primary School Nursery. If your child has accessed more than 38 funded weeks or split funding across multiple providers, this may reduce or remove your child's remaining eligible hours.

We reserve the right to confirm remaining entitlement hours with the Local Authority before finalising any funded place and to amend, withdraw, or charge privately for sessions if it is found that the full entitlement is not available.

We advise families to check their outstanding entitlement directly with the Early Years Team before accepting a place with us, if they are unsure how many hours their child has remaining.

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Deposits

Deposits are not required for children accessing a fully-funded place under the Early Years Entitlement scheme. In accordance with the Bracknell Forest Early Years Provider Agreement, no deposit or registration fee will be charged as a condition of taking up a funded place.

To secure a place for your child attending on a privately funded basis, a non-refundable deposit of 50% of the first month's fee is required. This deposit will be deducted from the first invoice when your child begins attending. If a family accepts a privately funded place and then withdraws without attending, the deposit will not be refunded, as it covers administrative costs and the holding of that place.

Late collection fees

Fees for late collection will apply for all sessions. If you fail to collect your child on time at the end of their session, you will be charged a late fee. For the academic year of 2026-2027 late collections will be subject to a charge of £5 every 30 minutes or part thereof. Repeated late collections will result in a meeting with the school and may result in your child's place being withdrawn.

Notice periods

To support the effective management of staffing and funding, once the school has received your child's signed acceptance paperwork, if you wish to withdraw them from the Nursery we require a minimum of six weeks' written notice. This applies to both privately funded and Government funded places and is required regardless of whether your child has started attending our setting or not.

Written notice should be submitted to the school office. Parents/carers should note that the notice period will begin from the date it is received, term-time only. Notice sent during a school holiday period will begin on the first day of the new term.

We understand that in rare cases, extenuating circumstances may make it difficult for families to give full notice (e.g. serious illness, bereavement, or unexpected relocation). If you believe this may apply to your situation, please speak to the school office. Requests will be considered on a case-by-case basis. Decisions are at the discretion of the school leadership team.

Voluntary Contributions

In the spirit of living "life in all its fullness" the Nursery may take part in a number of enrichment opportunities. When organising these experiences, the Nursery may invite families to contribute to the cost. All contributions are voluntary. For further information please see our Charging and Remissions policy on the school website. <https://www.jennetts.bonitas.org.uk/wp-content/uploads/2025/01/JPCF-Charging-and-remissions-Policy-2024-v4.pdf>

Early Years Pupil Premium (EYPP)

As part of your child's funded early education, the school may be eligible to receive additional funding through the Early Years Pupil Premium (EYPP). This funding is paid directly to the school as your Early Years' Provider. When you complete the Parent Declaration Form, your information is shared securely with Bracknell Forest Council, who use it to determine eligibility for EYPP, Disability Access Fund (DAF), and Early Years Entitlement funding. This process is carried out in line with the Childcare Act 2006 and does not require additional consent from parents or carers.

Term Time Leave of Absence

At Jennett's Park CE Primary School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves their full potential. However, we recognise that there may be occasions where a parent/carer considers there are extenuating or compassionate reasons for such absence. A 'Leave of Absence' form must be completed and submitted to the school office before any

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leave is taken. Please contact us to discuss any extended periods of absence. Where a break in attendance is longer than 3 weeks, the school must notify the Early Years Team.

Non-Attendance

Good attendance patterns promote good outcomes for children and starting this as soon as a child starts accessing early years is important. Regular attendance builds good habits, secure relationships, self-esteem and supports learning and development opportunities.

Free entitlement funding is participation based, with providers funded for the hours attended. Children must attend their funded hours regularly, unless unwell or where absence has been agreed with the school. We monitor all absences and ask parent/carers to, where possible, make medical and other appointments outside of Nursery hours. The school is unlikely to be able to agree any regular absence. Low attendance may result in a meeting with the school.

When a child is absent from Nursery due to illness, we ask that the school is informed by 9.30am via the school office. In line with NHS guidance, children with diarrhoea or vomiting should stay away from Nursery until they have not been sick or had diarrhoea for at least 2 days (48 hours).

Main School Admissions

There is no link between Nursery admissions and admissions into the main school. There are separate admissions criteria for both and a separate application will need to be made via Bracknell Forest Council for entry into the primary reception class.

Appeals

There is no statutory right of appeal against the refusal of a place in the Nursery. Parents/carers who wish to challenge the decision of the Governing Body should write to the Governing Body. The Admissions Committee will consider any petitions at their next termly meeting. The Clerk will then respond in writing on behalf of the Governing Body.

Further information & contact details

We warmly welcome visits from prospective parents/carers. To arrange a visit or for further details, please contact:

The Admissions Secretary
Jennett's Park CE Primary School
3 Tawny Owl Square,
Bracknell,
Berkshire,
RG12 8EB
Telephone: 01344 301269
Email: admissions@jennetts.bonitas.org.uk
Website: www.jennetts.bonitas.org.uk
Admissions Page: www.jennetts.bonitas.org.uk/school-office/admissions

Appendix - Definitions

Note 1 - Parent

“Parent” is defined in law (The Education Act 1996) as either:

- a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 – Home address

By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child, unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents/carers with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents/carers stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week.

Where there is an equal split, or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- where the child is registered with their GP
- any other evidence the parents/carers may supply to verify the position.

Note 3 – Designated Area

Please see Bracknell Forest website for the designated area (catchment) for Jennett’s Park Primary School.
<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/designated-area-maps>.)

Note 4 – Extenuating Circumstances

Extenuating circumstances may include, but are not limited to, the following:

- The named applicant being considered a “looked-after child” (one in the care of a local authority or provided with accommodation by a local authority in the exercise of its social services function)
- The named applicant being a previously looked after child, a child who has been adopted, a child subject to a child arrangement order or a child subject to a special guardianship order.
- The named applicant having an allocated Social Worker or being known to Children’s Social Care or Early Help.
- The named applicant having an EHCP or an allocated officer from a support team such as the Child Development Centre or Early Help.
- The named applicant having a medical need.
- The named applicant being a child of a serving service personnel with a confirmed posting or crown servants returning from overseas.
- Any other exceptional circumstances.

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