



ROTHESAY NURSERY SCHOOL

ADMISSIONS POLICY

Rothesay Nursery- a place to grow and learn

March 2026

Principles

Rothesay is a Local Authority maintained nursery school offering early years education for children aged 2-5 years. The nursery primarily serves the local community and our children come from a wide variety of backgrounds. Our school does not have a catchment area, although the majority of children who attend here live within walking distance of the school.

This admissions policy is the means through which we deliver transparent, fair and clearly communicated procedures to parents and carers who are requesting a place for their child. This is particularly important at times when we are over-subscribed. This policy covers admittance to our education provision.

Places Available

Maximum number of spaces available by room (including places for children with SEND)

Room	8.30 am to 11.30 am	12.30pm to 3.30pm
Ladybirds	15 spaces	15 spaces
Robins	20 spaces	20 spaces
3-4s	39 spaces	39 spaces
Dragonflies	9 spaces	9 spaces

We reserve at least 24 spaces for children with Special Educational Needs and Disabilities (SEND), who may or may not live in our immediate catchment area and therefore for whom the usual admissions criteria do not apply. For children with SEND, the provision of 30-hour spaces will be dependent upon the ability of the nursery to meet their needs effectively. Unfortunately, we are unable to accommodate admissions for SEND children when we have reached capacity, and this can be clarified as part of the pre-admissions process.

Session Times

Morning Session:	8.30am - 11.30am, 5 days per week
Afternoon Session:	12.45pm - 3.45pm, 5 days per week
30 Hour Place:	8:30am – 2:30pm, 5 days per week
15 Hours:	8:30am – 4:00pm, 2 days per week *

* The number of places offered in this way is limited and will only be offered after a child has attended for 15 hours, 5 days a week until they are settled.

Parents are able to purchase additional hours at a rate of £6 per hour (depending on availability.)

If children stay for lunch (between 12:00pm and 12:45pm) they will need to bring a packed lunch.

Applying for a place

Parents wishing to register for a place in the nursery should complete a registration form which is available from the school office or on our website.

We offer places to children the term after their 2nd birthday (if children are eligible for a funded place) or the term after their 3rd birthday for all other children.

The details outlining which children qualify for a 15-hour place for 2 year olds or a 30-hour place for 2-4 year olds is available on our website or on the following link <https://www.gov.uk/apply-free-childcare-if-youre-working>. Working parents will need to obtain a code to access 30-hours for 2-year-olds. This code needs to be obtained the term before you wish to access care.

If you are not a UK citizen and you cannot claim benefits (and have 'no recourse to public funds') you may still get 15 hours free childcare for 2-year-olds if your household income (after tax) is no more than:

- £26 500 if you have only one child
- £30 600 if you have two or more children.

You cannot have more than £16 000 in savings or investments.

Allocation of Places

Every child who is aged between 0 and 4 years old can be placed on our waiting list. This list contains the name of children in the order in which their parents enlisted. Places are allocated according to the following criteria:

1. Children referred by other agencies-Social Care, Health visitors etc.
2. Children with a brother or sister already attending.
3. Children with a severe and complex special need who need a resourced place and are not already in a nursery setting (up to a limit of 24 places.)*
4. Children who do not already have a place in another nursery.
5. All other children.

* When the nurseries 24 funded spaces for children with severe and complex needs are full, it will be at the discretion of the Head teacher and SENDCO to accept additional children.

Places are offered in writing at least 2 weeks before the end of each term, when arrangements will be made for a home visit and a school visit prior to starting.

Registration

Parents are welcome to look around the school to help them make an informed choice. They will need to book an appointment at the school office. The school prospectus is available on request. All parents are given a prospectus on the home visit.

Monitoring and Implementation

The Senior Leadership Team will oversee the admission process on a day-to-day basis to ensure that it runs smoothly, and that sufficient time is given at each stage for staff and parents to prepare for events.

The Governing Body will monitor the effectiveness of this policy, ensuring that it is reviewed at least annually. They may be asked to support and challenge the school should any despsites come to light, to ensure that the policy was followed.