



# Princecroft

## PRIMARY SCHOOL

Incorporating The Hive Nursery

# The Hive Admissions Policy

Review date	January 2026
Date of next policy review	January 2027

*This policy is in line with the Single Equality Policy*

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## **Rationale**

The early years are critical in children's development. Children develop rapidly during this time - physically, intellectually, emotionally and socially.

At Princecroft Primary School we offer The Hive nursery provision from two years old to rising five years of age. Our nursery provision aims to provide a high-quality nursery experience for all children that is geared towards a smooth transition into the next phase of education.

This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

## **Places**

The Hive endeavour to offer the sessions requested on the registration form in the first instance. Where sessions are at or near capacity the priority for allocating spaces will be as below.

Priority for allocating places in the Hive is as follows:

- 1) For 2-year olds, first priority will be given to children in receipt of 2-year old funding with admissions accepted in September / January / April after their 2<sup>nd</sup> birthday. While priority will be given, we hold 75% of our 2-year old places for those in receipt of 2-year old 15 hour funding and 25% for all other 2-year olds. Where there are less than 75% 2-year old funded applications, fee-paying applications over and above 25% may be considered at the Hive's discretion.
- 2) Looked after Children, Children with SEND at the nursery's discretion, vulnerable children.
- 3) Children starting at any school in the next academic year.
- 4) Siblings of children in the Hive and/or Princecroft Primary School.
- 5) Children of current staff members.
- 6) Children who do not fit into the above categories.

## **Starting at the Hive**

Applications can be made to The Hive nursery throughout the year however The Hive nursery admits children on set dates as indicated in the table below.

<b>Date of birth</b>	<b>Start date</b>
15 <sup>th</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September (Start of term 1)
1 <sup>st</sup> September – 29 <sup>th</sup> October	30 <sup>th</sup> October
30 <sup>th</sup> October – 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January – 18 <sup>th</sup> February	19 <sup>th</sup> February
19 <sup>th</sup> February – 14 <sup>th</sup> April	15 <sup>th</sup> April

Applications for a September start can be made in the final terms of the previous academic year.

## **Session allocation**

Parents/carers can indicate on their registration form their required sessions. The office will notify parents/carers if the sessions are available. If preferred sessions are unavailable, alternatives will be offered and you can request that your child is added to the waiting list.

Session allocation prioritises those who want all morning sessions/ all afternoon sessions or can block their sessions together i.e. Monday full day, Tuesday full day, Wednesday morning or Wednesday afternoon, Thursday full day and Friday full day. Children must attend for a minimum of 4 core sessions per week.

The Hive nursery operates a waiting list. You will be placed on the waiting list if your preferred session is full. The waiting list operates on the priorities listed above. The Hive Nursery will notify you if your preferred session is full and that you have been placed on the waiting list. You must notify the Hive nursery if you no longer require the session so that we can take you off the waiting list.

Children will have two settling-in sessions of 2 hours each between 9am and 11am prior to their start date. Settling-in sessions are arranged with the Nursery teacher. 2-year old settling-in sessions cannot go ahead before the child's 2<sup>nd</sup> birthday.

## **Bumbletots and The Hive rooms**

The Bumbletots room accommodates our 2-year olds up to Pre-School age. The Hive setting accommodates our pre-schoolers. Transition from the Bumbletots to The Hive may take place at the Nursery teacher's discretion dependent on availability and developmental stage of the child. The Nursery teacher will discuss this with parents/carers directly. Where transition has been agreed this will likely take place half termly.

## **Funding and admissions**

The Hive nursery accepts fee-paying 2- to 4-year-olds, 2-year-old funding, 3- and 4-year-old universal funding and 2- and 4-year-old 30-hour codes.

2-year old funding is available from the term after the child's 2<sup>nd</sup> birthday. 15 hours universal 3 to 4-year old funding is available the term after the child's 3<sup>rd</sup> birthday. Extended hours funding is available the term after the application has been confirmed.

All parents must sign the parental declaration form each term confirming the hours they wish to claim for their child at the Hive. All children accessing universal and extended funding must start their nursery sessions by the first week of each new term ready for submission deadlines to the Local authority in order that the nursery receives the funding.

Funding can be split between two providers. If your child is attending another setting this must be indicated on the registration form.

Funding is claimed by all early years' providers (nursery, pre-school, childminder) for the whole of each funding block and cannot be moved to a different provider mid-term unless a child moves into or out of the local area or is starting in a provision for the first time. Parents who wish to move their child from one provision to another local provision mid-term will be required to pay the hourly rate as the funding will have to remain with the original provider.

Funded hours can only be used for up to 10 hours per day.

Funded hours cannot be used towards snacks, lunches and teas. These are invoiced separately.

The Hive nursery accepts a mixture of funded and fee-paying children.

## **Session changes**

Session changes must be requested from the Hive office via email. If fee-paying session changes are accepted the change comes into effect after the next half term. Funded hour changes can be requested in the same way and, if accepted, begin at the start of the next funding block i.e. September/January/April.

If session changes are requested for at-capacity sessions, you can request your child be added to the waiting list.

Session changes for Early riser, after school and twilight sessions can be requested by email to the Hive office and, if accepted, will come into effect after the next half term. One-off wraparound care sessions can be booked if there is space. Please enquire at the office. One-off sessions will be invoiced in the next month.

### **Admission to Reception**

Children who attend the Nursery do not have an automatic place in Reception classes at Princecroft Primary School and should apply through Wiltshire Council admissions. The application period for reception admissions is normally during the autumn term following a child's 3<sup>rd</sup> Birthday. It is the responsibility of the parents to apply for a school place. See the School Admissions Policy for more details.

This policy will be reviewed annually or earlier should legislation or the school decide otherwise.