

Honiton Primary School Little Hippos

Nursery Admissions Policy

September 2025 – August 2026

Devon County Council (DCC) School is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC **must** be followed by Community Schools.

- [Nursery Application Form 2024 - 2025](#)
- You will also need to review the school's charging policy and ensure that it has details about paying for childcare at the school.

1. The Ethos of Honiton Primary School Little Hippos Nursery

1.1 Our environment is based around the concepts of communication, collaboration and creativity. We believe that children have a 'language' that as adults we need to listen to and then work alongside them to develop their interests and skills. All our provision is open-ended, enabling children to interpret it in their own way.

We are lucky to have a purpose-built Early Years Unit, which was opened in September 2019. Our Nursery and Reception classrooms are large and spacious, and all have direct access to the outdoors.

We love the outdoors and recognise that it has equal value to the inside. We have a school woods on site as well as a large garden space which gives children a wide range of experiences. We have mud kitchens, a water play area, a sensory area, and even a large climbing frame. The outdoor space is planned and resourced by the team to allow the children to develop their skills across all the areas of learning.

We believe that learning doesn't just happen when children are sat at a table: children can map out their own adventures.

2. Early Years Funding

- 2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. If your child is two you should also use the checker to see if you can get a funded place [use the checker to see if you can get a funded place](#) for your two-year-old before you make an application.
- 2.3. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- 2.4. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.5. The maximum amount of funded time that can be taken in a day is 6 hours, parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

Honiton Primary School Little Hippos nursery admits:

- 3.1.
 - Early Years funded two - and three-year-olds from the start of the funding period following their second birthday.
 - Non-funded two - and three-year-olds from the start of the funding period following their second birthday.
 - Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.

- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of each half term. Eligibility for the Early Years Education Funding for 2 year olds is from the start of the term following the child's second birthday. Eligibility for the Early Years Education Funding for 3 year olds is from the start of the term following the child's third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born between:	Funding can be claimed from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

- 4.3. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 15 hours funding entitlement and the extended entitlement 30 hours funding.
- 5.2. Our offer is term time only.
- 5.3. The school has signed the [Provider Agreement](#) and is compliant with the requirements for funded hours.

6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours which equates to 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.
- 6.2. Working families with two-year-olds may be entitled to 1140 funded hours so is the same as the extended entitlement for three- and four-year-olds.

- 6.3. We are unable to offer a longer day for nursery children.
- 6.4. If parents want to buy additional hours on top of the funded hours they can do this during our opening times. A 3 hour session for a 2-3 year old is currently charged at £22.38. In the term after they have turned 3, a 3 hour session for a 3-4 year old is currently charged at £16.68. This will be increased annually in line with increases in government funding.
- 6.5. The table below sets out the session times that you can choose. When applying for a place please use the application form to tell us what sessions you require.

We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Our Model is:

Session choices	Hours	Bought or Funded
Morning	9am - 12am	Bought or Funded
Afternoon	12am -3pm	Bought or Funded
All day	9am -3pm	Bought or Funded

- 6.6. These are the sessions that we offer subject to availability. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.
- 6.7. We open the nursery term time only.

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions in the nursery are set out in the schools [Charging and Remissions Policy](#) which can be found on our school website.

8. Help with the cost of childcare

- 8.1. Our school is [registered](#) for [tax free childcare](#).
- 8.2. Find the right offer for you on [Childcare Choices](#).

9. School Lunches

- 9.1. [Free school meals](#) are provided for children whose parents meet the [eligibility criteria](#)) **and** if their child attends an all day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.
- 9.2. Children who do not meet the eligibility criteria for free school meals in our nursery are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit us, you should contact the school to make an appointment.
- 10.2. We offer a home visit and short stay and play sessions, along with other new families, to support a smooth transition for every child. You will receive this information on this when you have been offered a place.
- 10.3. Most children will start at the nursery at the start of each half term. Other children join us at other times, this may be because they are new to the area or would like to transfer from another early year's provider. If we have places available and an application is submitted, we will offer a place. If we are oversubscribed then they will be considered against our oversubscription criteria as detailed below.
- 10.4. To apply for a place here you must use our Nursery Application Forms which can be found on our website in the Nursery Admissions tab.
- 10.5. Places are **not** allocated to a child automatically, even where:
 - there is an older sibling attending the school.
 - a child attends a particular toddler group or Children's Centre attached to the school.
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.

11. How to apply for a nursery place

- 11.1. Parents must complete the application form and return it to the school. The form is available on our website or via the school office.

12. Information provided in an application

- 12.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.
- 12.2. **Before making an application** parents need to have checked their eligibility for 2-year-old funding [here](#) and the extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.
- 12.3. Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).
- 12.4. If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.5. You will be asked to provide **date of birth evidence** so we can check your child's age.

13. What happens next

- 13.1. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria.
- 13.2. The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 13.3. We will endeavour to give the hours requested on the Parent Application Form. It is inevitable, however, that some parents who have been prioritised will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.

14. Published Nursery Admissions Number (PNAN)

- 14.1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 14.2. The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published in an updated admissions policy and will be available on our website.
- 14.3. If there is an increase in the demand for places the governors may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

14.4. The table below sets out our Published Nursery Admissions Number (PNAN)

The maximum number of 3 and 4-year-old children that will be admitted at any one time is:	26
The maximum number of 2-year-old children that will be admitted at any one time is: OR	4
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time is:	30
The maximum number of children under the age of 2-years-old that will be admitted at any one time is:	0

14.5. Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted^[12].

1. Looked after Children^[13] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[15] to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[16] (and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. Priority will next be given to other children who live in the schools **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the schools **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
7. Priority will next be given to all other children who live in the schools **designated area**.
8. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the schools designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
11. **Other children.**

[\[12\]](#) These children meet the eligibility criteria for two-year-old funding.

[\[13\]](#) These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

[\[14\]](#) These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

[\[15\]](#) Evidence from a medical specialist or social worker must be provided.

[\[16\]](#) Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

15. Waiting lists

15.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

15.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

16. Increasing the hours attended

16.1. If there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.

16.2. The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.

16.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

17. Admissions appeals

17.1. If a nursery place is refused, parents can go through the school's complaints process, which can be found on the school website, to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

18. Transport

18.1. No transport is available for nursery children.

19. Uniform

19.1. Children attending **are not** expected to wear a uniform.

20. Claiming the Early Years Funding

20.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.

20.2. It is important that both the school and parent can see what time is funded and what time is being bought.

20.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

21. Changes to attendance

21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a half term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.

a) Parents whose children already attend the nursery to **increase or change the times their child attends**.

b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.

21.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school. If your child does not attend a session, you must notify the school office.

22. Contacts and further information

Headteacher	Mr C Tribble
Nursery Contact	Mrs H Teasdale
E-mail:	admin@honiton-pri.devon.sch.uk
Telephone:	01404 548700
Website:	https://www.honitonprimary.co.uk
Social media:	https://www.facebook.com/honitonprimary/?locale=en_GB