

Early Years Admissions Policy

Beech Hill School



Approved by:	Local Governing Body	Date: January 2026
Last reviewed on:	January 2026	
Next review due by:	January 2027	

Introduction

This policy outlines the admission arrangements for our nursery classes for 2-year-old & 3-year-old children accessing our nursery provision.

We are committed to providing a high-quality and accessible early years education that supports all families, including working parents and those in receipt of government support.

3 and 4-Year-Olds

All 3 and 4-year-old children are entitled to 15 hours of free early education per week, starting from the term following their third birthday. Children can attend for 5 morning sessions (8:45-11:45am) or 5 afternoon sessions (12:15-3:15pm), Monday to Friday. Our nursery is open term time only and is closed for the school holidays (term dates can be found on the school website).

Funding is available as follows:

Children born between:	Date of Admission
1 st April to 31 st August	September
1 st September to 31 st December	January
1 st January to 31 st March	April

Some working parents may be eligible for 30 hours of free childcare (extended entitlement). To check eligibility and to apply for a 30-hour code, please visit <https://beststartinlife.gov.uk/>.

The deadlines for applying and receiving a valid 30-hour code are:

- **31st August** for a September start
- **31st December** for a January start
- **31st March** for an April start

It is the parent's responsibility to renew their 30-hour code. This should be done every 3 months. Late applications or renewals may result in delayed access to extended funding.

To support working families, our 3-year-old nursery offers two options for accessing the government funded 30-hour entitlement. Parents may choose from one of the following options:

Option 1: Full Time

- Your child will attend nursery 8:45am-3:15pm, Monday to Friday.

Cost:

- Additional 2 ½ hours (12:45-3:15pm) on a Friday not included in the early entitlement – £12.50.
- School dinner - £1.80 per day unless you provide a packed lunch.

Option 2: 30-hours only

- Your child will attend nursery 8:45am-3:15pm, Monday to Thursday and 8:45am-12:45pm, Friday.

Cost:

- School dinner - £1.80 per day unless you provide a packed lunch.

2-Year-Olds

15 hours free childcare for 2-year-olds

We offer 15 hours free childcare in our 2-year-old nursery for parents who are in receipt of specific benefits. Children can attend for 5 morning sessions (8:45-11:45am) or 5 afternoon sessions (12:15-3:15pm), Monday to Friday. Our nursery is open term time only and is closed for the school holidays (term dates can be found on the school website).

Parents are eligible for 15 hours of free early education funding per week under government funding if they are:

- **Working parents** who meet income and hours thresholds
- **Parents in receipt of certain benefits**, including income support, universal credit and others listed here: <https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/>

Parents should check their eligibility and apply via the local authority or through the Best Start in Life website. Proof of eligibility (confirmation letter or TYF code) must be provided before a funded place can be confirmed.

30 hours free childcare for 2-year-olds

Some working parents may be eligible for 30 hours of free childcare (extended entitlement) for 2-year-olds. To check eligibility and to apply for a 30-hour code, please visit beststartinlife.gov.uk.

The deadlines for applying and receiving a valid 30-hour code are:

- **31st August** for a September start
- **31st December** for a January start
- **31st March** for an April start

It is the parent's responsibility to renew their 30-hour code. This should be done every 3 months. Late applications or renewals may result in delayed access to extended funding.

To support working families, our 2-year-old nursery offers two options for accessing the government funded 30-hour entitlement. Parents may choose from one of the following options:

Option 1: Full Time

- Your child will attend nursery 8:45am-3:15pm, Monday to Friday.

Cost:

- Additional 2 ½ hours (12:45-3:15pm) on a Friday not included in the early entitlement – £12.50.
- School dinner - £1.80 per day unless you provide a packed lunch.

Option 2: 30-hours only

- Your child will attend nursery 8:45am-3:15pm, Monday to Thursday and 8:45am-12:45pm, Friday.

Cost:

- School dinner - £1.80 per day unless you provide a packed lunch.

Application Process

Parents can apply for a nursery place by completing an admission form, which can be collected from our school office.

All completed applications are put onto a waiting list and you will be contacted by a member of the school office team when a place has been allocated. All nursery places are subject to availability, however, in the event of an oversubscription for places, then children will be admitted in the following order:

1. Children with special educational needs who have an EHCP (Education and Health Care plan) which names the Academy will be allocated a place. Pupils in public care (Children Looked After), or pupils who were looked after, but ceased to be so because they became adopted or became subject to a child arrangement or had a special guardianship order right after being looked after.

2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently residing in the same household and who will be at school at the start of the academic year.
3. Proximity of the pupil's home address to the school. This will be calculated using a 'straight line' measure of distance from the front door of the child's permanent home address to the front gate of our site. Proof of residence can be requested at any time throughout the admissions process and an offer withdrawn if misleading information is used to gain an advantage. The Local Authority GIS system (Geographical Information System) will be used.
4. Other children

Chargeable Extras

DESCRIPTION	UNIT	UNIT PRICE	LINE TOTAL
<p>Full-Time Nursery: There is an additional cost for 2 ½ hours per week not included in the working parent entitlement (12:45-3:15pm, Friday)</p> <p>You must also pay for a school meal unless you provide a packed lunch.</p>	Weekly	£12.50	£21.50 per week inc a school meal
	Daily	£1.80	
<p>30 hours Only: There is no charge for your 30-hour entitlement but you must pay for a school meal unless you provide a packed lunch.</p>	Daily	£1.80	£9.00 per week
<p>Additional Sessions Purchased: Parents can buy up to a maximum of 5 additional sessions per week. This includes AM or PM sessions at 3 hours per session plus 30 minutes lunchtime child care.</p> <p>Where an additional session has been booked, unless you provide a packed lunch, you must also pay for a school meal.</p>	Daily	£17.50 per day plus £1.80 school meal	£19.30 per day
<p>School Meals - 15-hour children: If your child is only eligible for 15 hours funding and you choose for your child to stay for school meals, you will pay for the 30 minutes additional childcare (11:45am-12:15pm) and also for the school meal.</p>	Daily	£2.50 – 30 mins childcare £1.80 – school meal	£4.30 per day

Consumables (nappies, wipes, nappy bags and sun cream): Parents are asked to provide these items.			
Late Collection Fee: Frequent late collections will be subject to charges.	Ad hoc	£7 per occasion	
Additional Voluntary Fees for Trips and Workshops: If a trip or workshop is organised then a separate letter will be sent to parents with further details.	Ad hoc		

If you do not wish to pay for any chargeable extras, for example because you wish to provide your own packed lunch, please make nursery staff aware so next steps can be discussed.

If additional sessions are required, you must request this with nursery staff in the first instance. Additional sessions are subject to availability of spaces and adequate staffing levels. If a parent wishes to cancel their additional sessions, then one months' notice must be given.

Parents will need to pay in advance for additional sessions not covered by the free nursery entitlement. This will be invoiced at the beginning of each half term.

Notice of increase of fees

If we need to increase prices, we will give a full half term's notice.

Payment terms

Payments must be made in advance, at the beginning of each half term.

Payment methods

School dinners will be payable via Parent Pay.

Additional sessions will be invoiced by the beginning of every half term by the Trust's finance team (we will accept cash or bank transfer)

Cancellation policy/illness

Once you have booked and paid for any additional sessions, you will not be entitled to a refund, even if your child does not attend for any reason including illness and holidays.

You do not have to pay for funded places if your child does not attend.

Unavoidable closure of school

Should the school be closed for reasons beyond our control, you will not be charged for any sessions affected.

Notice Period

If you wish to remove your child from Beech Hill or cancel additional sessions, we ask that parents give as much notice as possible, with the minimum time being one month. Any payment that has been made for a place within the notice period will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

Late Payment/Debt Collection Policy

In cases where payment is not made without prior arrangement, your child's place will be terminated for chargeable sessions with immediate effect. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not recovered in accordance with our bad debt policy, then any outstanding debts may be forwarded to a third party for recovery.

Admission to a nursery class at Beech Hill School does not guarantee an automatic place in reception. To apply for a reception place in a Calderdale primary school, parents residing within Calderdale should apply online through the local authority's admissions portal.