THE BEACON

Admissions Policy for Nursery

Review cycle:	Every 3 years
Review by:	SMT, G(Ed), G(Board)
Last Governor Approval:	Autumn 2025
Next Governor Approval:	Autumn 2028
Current Version:	1

Policies linked to:

- Policy Statement for Children with Special Educational Needs and/or Disabilities (SEN/D)
- Accessibility Policy and Plan
- Equal Opportunities and Anti-prejudicial Discrimination Policy for Pupils
- Headmaster's Bursary Policy and Procedures

This document also appears on:

- School Website
- Staff Intranet

The Beacon is a selective school and entry to the Nursery is at the discretion of the Headmaster. From September 2026, the Nursery will transition to a co-ed setting for boys and girls aged 3-4. Parents are encouraged to register their child as early as possible and no later than the year prior to entry (see Appendix for registration fee information). At this age there is no formal assessment for entry into Nursery. Registered children are invited in small groups to a short, informal play session with our Nursery staff, where they are observed on their age and stage appropriate development and their social interactions. Our staff will speak to current settings to request more information about a child's development and suitability for the school. We may also request to visit a child at their current setting. For most children, this informal assessment process takes place in the October prior to entry. A child is eligible to be admitted to the nursery in the academic year in which they turn four years old, subject to the criteria listed above. On occasion children can be admitted in the term after they are three if spaces are available. Children attending the nursery are expected to progress onto Reception, subject to satisfactory progress and school deposit payment, and are not required to register again. Please see the school website for the Admissions Policy for the main school.

There are 30 places available in nursery and they are offered in registration date order. In the event there are more registrations than places available, priority will be given to children who already have siblings in the school or are joining the school at the same time. A child's place will only be confirmed once we have received the acceptance form and deposit. (See Appendix for deposit information) The nursery is open during term time (35 weeks per year). Funding is not accessible for the remaining three weeks of the 38-week state sector term time. Sessions are offered in three-hour blocks. Full days are available from 9am – 3pm or morning sessions from 9am – 12pm (Monday – Friday). Children are required to attend a minimum of five sessions a week. Additional hours can be arranged under a separate private parent contract with the school **–** (rates are shown in the Appendix). Lunch is provided for an additional fee as shown in the Appendix, for those children on site for lunch. Alternatively, children may have lunch at home.

There will be a minimum of one standalone place available for the funded stream of 3- and 4-year-old 15-hour children. A parent who is eligible for 30 hours can still opt to use their 15 hours of Eligible Working parent entitlement with The Beacon and use their Universal hours elsewhere. Parents can check their eligibility using the online checker facility at www.ChildcareChoices.gov.uk and should do so before their child starts nursery. Eligible parents will be given a verification code which must be provided to the school admissions office when accepting the place. Failure to provide the code or to re-confirm eligibility will require payment for the child's requested sessions.

Parents are able to purchase additional hours if needed.

A fee invoice will be issued termly for food, school trips and additional activities and additional hours.

Any costs for school trips or additional activities would be discussed in advance of the activity taking place.

Parents wishing to amend their child's sessions at the Nursery are required to give a full term's notice in line with the rest of the school. The school is committed to safeguarding and promoting the welfare of children. Please click here to view our Safeguarding Policy.

Appendix – Fees & Charges

Registration & Deposit

No registration fee is charged for funded-only pupils, and a reduced deposit of £200 applies, which is refunded 6 weeks after joining.

If accessing additional hours, a non-refundable registration fee of £150 is payable, and a deposit of £500 (which is returned after the pupil leaves the School)

Food

Lunch is charged at £248 per term.

Additional hours

Unfunded Nursery attendance hours are offered as additional 3-hour blocks for a fee of £405 per term.

Pre-booked Late Stay from 3pm – 6pm is provided free of charge.

Pre-booked Breakfast Club is available for a charge of £4.90.

Full rate Nursery Fees (to the extent unfunded)

£2,025 (5 sessions per week/term)

£405 (per additional session/term)

£3,875 (reduced full time termly fee)

NB All pricing is subject to annual review effective 1st September each year, reflected in the above rates for 2026.