



Little Owls Nursery Admission Policy.

Our aim is to offer our families flexible childcare provision in line with current government guidelines.

Guidance for Nursery admissions is taken from the Early Education and Childcare Statutory guidance for local authorities (February 2025) for the provision of Free Early Education and Childcare for two-, three- and four-year-olds.

Free Early Education for the most disadvantaged two-year-olds and universally for all three- and four-year-olds is based on a core offer of up to 570 hours a year over no fewer than 38 weeks. From September 2025 eligible working parents of children aged 9 months and above will be able to access 30 hours (over 38 weeks a year) from the term following their child turning 9 months to when they start school.

Admissions

Little Owls Nursery has the capacity to take 30 children during the morning or the afternoon session. However actual numbers will depend on ages of children and staff: child ratios.

- Admissions will take place during the academic year if Little Owls Nursery does not have a waiting list and places.
- Admissions will only take place all year round subject to availability. In the event of Little Owls Nursery being oversubscribed the Nursery will operate a waiting list using the criteria detailed below:

Places will be offered firstly to Looked After Child / Child with medical or need by multi-agency request.

Age – Children over 2 years for Funded and Fee playing places; over 3 years for universal / extended funding.

Sibling – the child has a brother or a sister already attending Morton C of E Primary School.

Distance – the distance from the school using a straight line distance from the home address to the school.

- Priority will be given to children taking up their free entitlement.
- All sessions will be allocated subject to availability.
- All admissions forms, including the Parental Declaration form, must be completed prior to admission.

Two-year Olds

Little Owls Nursery can offer 4 morning and 4 afternoon places or all-day provision for two-year-olds

- Free Education for two-year-olds is not a universal offer and is eligibility based on whether the family is in receipt of specific benefits or credits.



- Two year old funding starts from the beginning of the term following the child's second birthday up to a maximum of 570 hours per year.
- A child is eligible if they meet any of the following criteria:
 - Income support
 - Income-based Jobseeker's allowance
 - Income-related employment and support allowance
 - Support under part V1 of the immigration and asylum act 1999
 - The guarantee element of state pension credit
 - Child tax credit or working tax credit and have an annual gross income of no more than £16,190, as assessed by HMRC
 - Child is looked after by the local authority
 - Child has a statement of special educational needs/an EHC plan or DLA
 - Child left care under a special guardianship order, child arrangement order or adoption order

15-hour universal free entitlement is Free Early Education for three- and four-year-olds with effect from the beginning of the term following the child's third birthday up to a maximum of 570 hours per year.

- 15 hours consists of 5 x 3-hour sessions. At Little Owls Nursery daily 3-hour sessions are available from 9.00am – 12pm and/or 12pm – 3pm.
- Parents can distribute these sessions across the week in a pattern that supports their family need dependent on session availability.

30-hour free entitlement is an additional 15 hours on top of the universal offer for working parents who meet the income requirements of the offer.

- Little Owls Nursery offers 30 hours free early education to the children of families who are eligible from the term after their third birthday up to a maximum of 1140 hours per year.
- Eligibility must be sought by the parents. Parents must apply for the extended entitlement through the digital childcare service and will be issued with an 11-digit eligibility code. Little Owls Nursery can only offer 30 hours free provision if an eligibility code has been issued to the parent prior to the academic term in which the free provision is to start.
- Parents must provide Little Owls Nursery with permission to validate eligibility. LCC will validate the 11-digit eligibility code to allow us to offer places to eligible children.
- Eligibility codes will be audited at six fixed points during the year. Parents must renew eligibility when prompted by HMRC and Little Owls Nursery will be notified by HMRC if a child is no longer eligible for the 30 hours additional free provision.
- If a child is no longer eligible to receive funding for 30 hours, the family will enter a grace period. LCC will contact Little Owls Nursery to notify us of which parents have fallen out of eligibility and inform us of the grace period end date. LCC will continue to fund a place for a child until the grace period end date.
- Children who are no longer eligible will continue to receive the universal free entitlement of 15 hours free early education each week. Families will be given the option to drop the additional sessions or continue with them and pay the necessary fees.
- Little Owls Nursery is unable to reserve sessions once they have been dropped.



The government provides funding for 38 weeks per year. Little Owls Nursery will endeavour to ensure that each child receives their full entitlement.

Additional childcare. Little Owls Nursery offer the opportunity to pay for additional hours over and above the government funded offers.

- Any additional hours over a child’s free entitlement will be charged at an hourly rate of £4.25 for a 3-year-old and £5.25 for a 2-year-old.
- Parents will receive a contract and will be invoiced for additional Nursery sessions.
- Little Owls Nursery will give its assurance to parents purchasing additional hours that we will uphold these contracts and ensure provision for the duration of the academic year.
- Payment for additional sessions must be made termly in advance and may be made by online payment into the school account or by using childcare vouchers.
- All sessions will need to be paid for to cover costs even if your child does not attend due to illness or any other reason.
- One term’s notice is required if parents wish to change or withdraw provision.
- If parents no longer wish to access additional childcare Little Owls Nursery cannot guarantee that additional sessions will be available later should parents wish to resume them.

See table below for session times and prices. NB free entitlement will not incur any cost.

	Drop off time	Collection time
Out of school club (club active) Accessible from 3 years old – to buy in addition to free hours - £4.50 per sessions)	7.50am onwards	
Morning session – 3 hours – Free Early Education (to buy in addition to free 15 hours - £12.75 for 3/4-year-olds, £15.75 for 2-year-olds)	9.00am	12pm
Afternoon session - 3 hours - Free Early Education (to buy in addition to free 15 hours - £12.75 for 3/4-year-olds, £15.75 for 2-year-olds)	12.00pm	3pm
Out of school club (club active) Accessible from 3 years old – to buy in addition to free hours - £4.50 per half session and £7.50 for full sessions)	3pm	6pm

- If you are experiencing financial hardship, please speak in confidence to the Head teacher so that alternative payment arrangements can be made.
- If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child’s fee-paying place to avoid further debt and if necessary, take legal action to recover the amount owed. Your child’s free early education entitlement (universal / extended offer) will continue.
- Children in receipt of Free Early Education will be unable to access any additional fee-paying hours until outstanding fees are settled.

PLEASE NOTE: Admissions to Little Owls Nursery does NOT guarantee admission to Morton C of E Primary School.

This policy will be reviewed in May 2026