



Oswald Road Primary School

Owlets Admissions Policy

Governing Body approved this policy: March 2026

To be reviewed in a year: March 2027

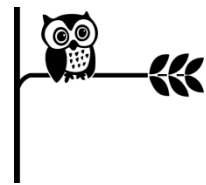
Deborah Howard (Headteacher)

Peter Martin (Chair of Governors)

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Owlets Nursery staff are committed to providing a high quality of provision for our youngest children - and importantly, to giving them a happy start to their school life. We believe that the foundation stage should allow children to develop their creative and investigative skills in a way that is enjoyable, stimulating and supportive. Play activities are carefully planned and resourced to provide the best learning experience for all our children, with the curriculum being focused on the prime areas.

Owlets aims to ensure that all children are well prepared for their transition to Nursery and that ultimately, and in time, our children will leave the Foundation Stage confident, independent and ready to take on the world that awaits them.

Introduction

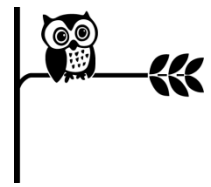
- The total number of full-time equivalent places available is 42 (Monday–Friday)
- Places offered will be flexible in nature – allowing parents to choose full time or part time.
- Part time places will be full days, with a minimum of 2 days
- Places will allow parents to choose term time only, holiday care and wraparound care.
- Children will be admitted in September, with admissions in January and April, dependent on spaces. Mid-term places may also be offered, dependent on spaces available.
- Admission will be within the term after the child’s second birthday
- If there is availability, there will be a second intake in January the term after their second birthday (children with a 1st September to 31st December birthday). Should there be availability a third intake can be considered in April (children with a 1st January to 31st March birthday).
- Full-time and part-time places are allocated for the complete academic year, however the school does have the facility to have children the term after they have turned three in both Owlets and Nursery. This will be discussed with parents/carers.
- Parents/carers are advised that a poor record of attendance may lead to the place of their child being given to someone else.
- Eligible families may receive either 15 hours (benefits-based entitlement) or 30 hours (working-parent entitlement). Eligibility must be confirmed via the Childcare Choices portal.
- A full term’s notice will be required from any parent wishing to withdraw their child from any nursery place.
- The school will follow the Owlets behaviour policy. In extreme cases where the behaviour is significantly affecting the safety and learning environment, Local Authority advice would be gained.

Priorities for Admissions

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We will use similar priorities for admission as those set by the Local Authority for admissions to the main school.

Parents/carers should note however that admission to Owlets does not guarantee a place in Reception

These are:

1 Children who are looked after by a Local Authority and children who were previously looked after by a Local Authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2 Siblings of children who already attend Oswald Road and who are living at the same address and siblings of members of staff who have worked in school for more than 2 years.

3 Distance from the school as measured in a straight line.

Transition

The school recognises that for young children and their Parents or Carers, the transition to the new environment is a significant and often challenging time. For this reason, Owlets Nursery staff will work with all parents/carers to ensure that an appropriately structured settling-in period is established for each child. Our staff will take every care to identify individual children who may need a longer period to adapt to the change in environment and will advise parents/carers accordingly. Staff will design an appropriate transition programme taking into account parents and carers views.

Inclusion

We recognise that each child comes to school from home with different experiences, that no child is like another and that each child in Owlets needs to be valued and respected in their own right. Foundation stage staff will work to identify and meet, where possible, the special and additional needs of individual children through the settling-in period and throughout the early years. School cannot provide 1:1 support for any child who does not have sufficient additional funding.

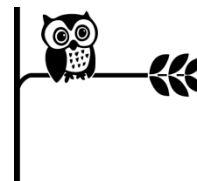
Attendance

The school offers full-time and part-time places for our Owlets children. Parents/carers will need to inform school if their child is going to be absent. If staff become concerned about the level of a child's attendance, this will be discussed with parents/carers. In the case of prolonged or regular absence, not resulting from special needs or agreed with the Headteacher, the place may be offered to another child.

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Communication

The school strongly encourages the involvement of parents/carers in their children's education and school life and seeks opportunities to work in partnership with them for the benefit of the children. A successful working partnership is particularly important for ensuring proper support for our youngest children as they establish themselves in Owlets. Parents/carers will be given opportunities for regular informal and formal communication with nursery staff and should feel welcome at any stage to discuss specific issues or questions with their child's adult. The school welcomes help from any parents/carers who would like to offer their skills or experience for the benefit of nursery children.

Applications

- September Start - Application forms can be obtained from the school website or school office, to which they should be returned by 11th May. Parents/Carers will be informed in line with the dates below if their application has been successful.

Opening of Owlets:

Round	Closing Date	Confirmation of place
1	11th May 2026	22nd May 2026

For places from September 2027:

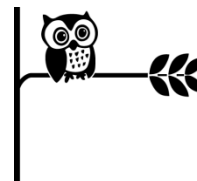
Closing Date	Confirmation of place
February (TBC)	March (TBC)

- For a January start, places will be offered on a first come, first served basis following offer of places for the September start.
- For an April start, places will be offered on a first come, first served basis following in take in January.
- All Parents must submit an application form, even if the child already has a sibling in the school.

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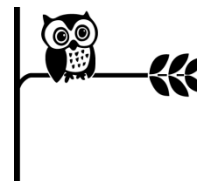
- If a Parent/Carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Resolution of Concerns and Complaints Procedure.
- A place in the Two-Year-Old provision guarantees a place in the school Nursery.
- Please note that a successful Nursery application does not guarantee a place in the main school (reception). This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is not the admissions agent for places in the main school.

Fees

Nursery Places

Place Type	Funding Entitlement	Funded Hours	Parent Fee	Top-Up Charges
Part-time place (2 days minimum)	15 hours – benefits-based entitlement	First 15 hours free	£0	£4 per day if staying for lunch
Part-time place (2 days minimum)	No entitlement	0 funded hours	£55.08 per day	£4 per day if staying for lunch
Full-time place (Mon–Fri)	30 hours – working-parent entitlement	First 30 hours free	£0	£20 per week
Full-time place (Mon–Fri)	15 hours – benefits-based entitlement	First 15 hours free	£137.70 per week	£20 per week

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Full-time place (Mon–Fri)	No entitlement	0 funded hours	£275.40 per week	£20 per week
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To note, some people may choose to take a part time place using a 30 hour code.

Please note that the lunch charge is for supervision only. The cost of the school meal is billed separately through School Spider.

Wraparound Care (Term Time)

Session	Cost	Food Included
Breakfast Club (7.30–8.30am)	£8 per session	Breakfast included
After-School Club (3.30–6.00pm)	£20 per session (£8 per hour)	Evening snack included

Holiday Club

Session	Cost	Food
Full Day (8.30am–3.30pm)	£53 per day	Packed lunch from home (to confirm)
Breakfast Session (7.30–8.30am)	£8	Breakfast included
After-School Session (3.30–6.00pm)	£20 per session	Evening snack included

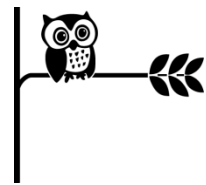
The term after your child's 3rd Birthday

Type of Place	What You Pay	Notes for Parents
Part-time place (up to 15 hours)	Free for the first 15 hours + £3.15 per day if your child stays for lunch	No charge if collected for lunch

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Full-time place (with 30-hour code)	Free for the first 30 hours + £15.75 per week top-up	30-hour code must be valid and renewed
Full-time place (no 30-hour code)	£107.10 per week + £15.75 per week top-up	First 15 hours are funded

Part time places

You can choose to “stretch” your 30-hour code so that your funded hours cover more weeks of the year, including some holiday periods. The school will still claim the full term-time entitlement, but we will agree a weekly pattern with you that spreads those hours across more weeks. You only pay for hours above your funded allocation.

Example:

If your child attends only Monday and Tuesday full days during term time, they use 12 of their 30 funded hours each week. The remaining hours can be stretched across the year and used to reduce the cost of holiday club. Because the 30-hour code gives 1,140 hours per year, most families in this pattern can cover all holiday club days using their remaining funded hours.

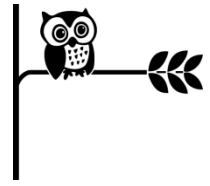
What Parents Pay For

- Lunch (if staying over lunchtime)
- Any hours beyond the funded 6-hour day
- Any holiday sessions once the annual funded hours are used

You may be able to get up to 30 hours free childcare. To find out if you are eligible please go to www.childcarechoices.gov.uk. If you're eligible for the extra hours, you sign up online to get a code which you will need to supply school with before your child starts in September along with your national insurance number. You'll need to check your eligibility every 3 months online.

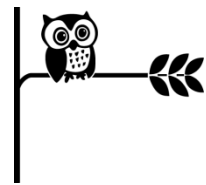
- If you are no longer eligible for 30 hours free childcare you will be required to pay nursery fees from the date your eligibility code expires.
- Fees must be paid to the school half-termly in advance, the dates on which payment is due to be advised by the school.
- No refunds will be made in the case of an individual child's absence, but full refunds will be made where the school is closed for exceptional reasons (e.g. severe weather conditions or strike action).

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- Places will be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date.

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Appendix 1

What is available?

- **Working Families:** Eligible parents of two-year-olds can access **30 hours of funded childcare per week** (1,140 hours per year), provided they meet the working-parent earnings criteria.
- **Families receiving additional support:** Parents on a **low income** or receiving certain **benefits** (for example, Universal Credit, income-based benefits, or where the child has an EHCP or is Looked After) are entitled to **15 hours of funded childcare per week** for their two-year-old. Families who meet **both** the benefits criteria *and* the working-parent criteria may be eligible for the **full 30 hours**.

Eligibility Criteria

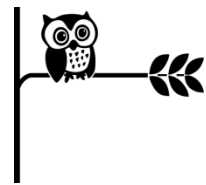
To receive 15 hours for a two-year-old (benefits-based entitlement), one of the following must apply:

- The family receives **Universal Credit** (within income thresholds)
- The family receives **Income Support, Income-based JSA, or Income-related ESA**
- The family receives **Tax Credits** below the national income threshold
- The child has an **EHCP**
- The child is **Looked After**, previously Looked After, or under a **Special Guardianship, Adoption, or Residence Order**
- The family receives support under **Section 17 or 47** of the Children Act

To receive 30 hours for a two-year-old (working-parent entitlement), the following must apply:

- **Work Requirement:** Each parent must expect to earn at least the equivalent of **16 hours per week at National Living Wage** (*In 2026, for those aged 21+, this is approximately £195.36 per week.*)
 - **Income Cap:** Neither parent can have an **adjusted net income above £100,000** per year.
 - **Exceptions:** A family may still qualify if one parent is working and the other is receiving certain disability- or carer-related benefits, or if a parent is on maternity, paternity, adoption, or sick leave.
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How to Apply

1. Check Your Timing

You can apply from when your child is **23 weeks old**, but you can only start using the hours the term *after* your child reaches the eligible age (e.g., 9 months or 2 years).

Child turns 2 between:	Earliest you can apply:	Funding starts:
1 Sept – 31 Dec	15 Oct	1 January
1 Jan – 31 March	15 Jan	1 April
1 April – 31 Aug	15 June	1 September

2. Complete the Online Application

Apply via the [Childcare Choices](#) website or directly through the [GOV.UK Childcare Service](#).

You will need:

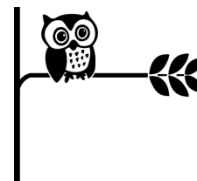
- Your National Insurance number (and your partner's).
- Your child's birth certificate reference number.
- The date you started/are starting work.

3. Get Your Code

If eligible, you will receive an **11-digit eligibility code**. You must give this code to your provider (nursery, childminder, or pre-school) along with your NI number and child's DOB to reserve your place.

4. Reconfirm Every 3 Months

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Crucial: You must sign in to your account and reconfirm your details every **3 months**. If you miss the reconfirmation deadline, your code will expire and your funding will stop.