



HOLMWOOD HOUSE SCHOOL

Holmwood House Nursery and Pre-School

ADMISSIONS POLICY

Children are admitted to Holmwood House Nursery or Pre-School on a non-selective and inclusive basis. The Nursery and Pre-School accept parents/carers and children regardless of gender, race, cultural background, religion, physical or mental ability or disability, health or social class and as long as we can meet their learning and development needs. Staff members are aware of and are sensitive to each child's needs, level of development and background.

Nursery and Pre-School Structure

Nursery:

- *Snowdrops and Daisies* (6 months–2 years): up to 12 children per room per day
- *Bluebells* (2–3 years): up to 15 children per day
- *Poppies* (3–4 years): up to 24 children per day
- Open Monday – Friday, 8.00–18.00, 47 weeks per year (closed for all bank holidays)

Pre-School:

- *Pre-School 2* (2–3 years): up to 15 children per day
- *Pre-School 3* (3–4 years): up to 30 children per day
- Open Monday – Friday, 8.00–18.00, 47 weeks per year (closed for all bank holidays)

Admissions Process

A child can be considered for a place in the Nursery from the age of 6 months old and in Pre-School from their second birthday.

In the event of there being a limited number of vacancies for any one session, children are admitted in line with the order below. We will aim to offer alternative days, where we cannot fulfil first choice requests.

The following criteria are used to determine and allocate the places.

Priority on both sites will be given to:

1. Siblings of existing Holmwood House School pupils
2. Non-siblings, who are registered to attend Holmwood House School
3. Siblings of Holmwood House Nursery and PreSchool pupils
4. Non-siblings, who wish to attend another school setting for Reception in the following order:
 - a. Full Year children
 - b. Children who are attending for the whole all day session
 - c. Funded only children

A limited number of 'Early Years Funded Entitlement (FE) only' places will be granted per term, subject to availability.

How to apply for a space at Holmwood House Nursery or Pre-School:

- Following your enquiry with us, we will offer you a tour of Holmwood House Nursery or Holmwood House Pre-School and School, or both.
- We will send you the Google form for you to complete with your desired sessions.
- Once you have returned your completed google form this will be reviewed to check the availability and an offer letter and T&Cs will then be sent out to you. In the event that we are unable to offer you a place, we will then offer you a place on our waiting list.
- For each child you register with us, a completed acceptance form must be returned along with a refundable deposit of £150.00 and signed T&C's, all of which must be returned within 10 working days. After this period, if we have not received this information then the space will be allocated to another child. The deposit is returned on your first invoice.
- One month before your start date, a New Joiner's form will be sent out and we will arrange your visit and trial sessions

The Waiting List

If you are unable to register your child for the days / start date you require, we will ask you if you would like to be added to our waiting list. Please be aware that addition to the waiting list does not guarantee a nursery space for your child. If a space becomes available which may suit your requirements, we will email to ask if you would like to take it up.

Once your child has been offered a place at Holmwood House Nursery or Pre-School, parents/carers can be confident that the place will be allocated for the child for as long as it is required. Attendance at Holmwood House Nursery or Pre-School does not guarantee you a place at Holmwood House school. Further information on the admission process for Holmwood House school can be obtained from the admissions office.

Booking Options

Nursery at Great Horkesley:

- School Day: 8.30–16.00
- Full Day: 8.00–18.00
- Term Time: 38 weeks or Full Year: 47 weeks

Pre-School at Holmwood House School:

- *School Day:* 8.00–15.30
- *Full Day:* 8.00–18.00
- *Term Time:* 35 weeks or *Full Year:* 47 weeks

Children are required to attend a minimum of two days per week to ensure continuity and engagement in our learning programme.

Funded and Non-Funded Hours

Holmwood House Nursery offers government-funded Early Education Entitlement (15 or 30 hours, where eligible).

Holmwood House Pre-School offers government-funded Early Education Entitlement (15 hours, where eligible).

- Funded-only hours are available in limited numbers each term, subject to availability.
- Funded sessions are offered after midday Monday to Thursday and all day Friday depending on the child's age group and room availability.
- Hours outside of the funded entitlement (known as non-funded hours) are charged at the rooms standard hourly rate.
- Additional services such as meals, snacks, nappies, extracurricular activities, or extended care are not included in the funded hours and will incur additional charges.

Consumables and the 2026 Legislation

From January 2026, in line with the Department for Education's updated Early Years Funding and Consumables Guidance, Holmwood House Nursery and Pre-School may make reasonable charges for consumables during *funded hours only*.

These include, but are not limited to:

- Meals and snacks
- Nappies, wipes, and hygiene products
- Educational materials and enrichment activities for example swimming, PE, dance and French.

Key points:

- Consumable charges apply only to funded hours.
- They are optional: parents may choose to provide their own consumables (e.g., nappies) instead of purchasing through the nursery.
- No additional consumables charge will be made for non-funded (privately paid) hours, as these costs are already included in the nursery's standard hourly rate.
- All charges and options will be clearly outlined on your monthly invoice.
- If you choose to opt out of consumables during funded hours we require notice by the 10th August for the Autumn term, 10th December for the Spring term and 10th March for Summer term.

Holmwood House Nursery and Pre-School's provision model is that children attend two days a week. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Exclusions

Every effort will be made to integrate all children and to promote positive behaviour. The nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialists/advisors. In the rare case of this being necessary the unused balance of fees will be reimbursed.

Notice period for removing your child from Holmwood House Nursery or Pre-School

If you wish to withdraw your child from our Nursery or Pre-School or reduce your child's sessions (in Nursery or Pre-School) you must give eight full weeks' notice, in writing. Failure to provide such notice will result in fees being charged in lieu for the ensuing weeks.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1st January 2026		