



Nottingham Nursery School

**Admissions Process for Parents
and Carers**

September 2026



Nottingham Nursery School - Admissions Process

The admissions process is about getting to know your child and their needs.

Some children will need extra support to start nursery. You can view our full admissions policy at www.nottinghamnursery.com

Parent enquiry

Filling in basic information to let us know you would like a place at nursery and what funding you are entitled to (see Funding Options). We will add your child to the waiting list.

Stay and Play

Towards the end of each term, all children on the waiting list for the following term will be invited to nursery with their parent/carer. This will be a group session. Staff will speak to you about your child to understand what support they would need in nursery.

Learning Journey

A member of classroom staff will meet with you and your child 1 to 1. We want to find out more about your child, any needs they have and how we can support them into nursery. We will then tailor a settling in plan for your child. Your child may not be able to start straightaway. This will depend on our capacity and your child's individual needs.

Settling In Sessions

These sessions are offered to see how your child settles in the nursery. You will be invited to attend with them at first. Depending on how your child settles, we may offer more settling in sessions, but there will be a minimum of 2 sessions of 1 hour.

Starting nursery –

If your child's needs can be supported, you will be offered a start date after the settling in sessions.

If at this point, staff feel that we will not be able to support your child's needs, a member of staff will meet with you to explain the next steps.

This may include;

- Applying for additional funding
- Obtaining equipment to support your child
- Undertaking specialist training for staff
- Shorter sessions, building up to the full session over time

Funding Options

All eligible working families are entitled to 30 hours of childcare funding per week. This is offered to **2-, 3- and 4-Year Olds** as 5 sessions of 6 hours (Monday – Friday 08:45 – 14:45).

15 hours funding for 2-Year-old is available to families based on household income and benefit entitlement. This is offered as 5 sessions of 3 hours (Monday – Friday 08:45 – 11:45 OR 12:30 – 15:30).

All 3- and 4-year-olds are eligible for 15 hours of childcare.

This is offered as 5 sessions of 3 hours.

(Monday – Friday 08:45 – 11:45 OR 12:30 – 15:30).

If you are eligible, the funding starts the term after your child turns 2, 3 or 4 years old.

If the child's birthday falls between	They will be entitled to their free place from
1 April to 31 August	1 September following child's third birthday
1 September to 31 August	1 January following child's third birthday
1 January to 31 March	1 April following following the third birthday

You can find out if you are eligible and apply at:

Nottingham City Resident: [Citizen Portal - Sign in](#) or telephone 0115 8765910 to speak to Families Information Service, or visit <https://www.gov.uk/free-childcare-if-working>

Nottinghamshire County residents:

www.nottinghamshire.gov.uk/care/early-years-and-childcare or telephone 0300 5008080 to speak to an advisor at the Customer Service Centre.

Once your application is successful, you will receive a letter (or email) showing your eligibility. Please email a copy to admin@nurseryschool.nottingham.sch.uk or bring it in to nursery as soon as you receive it.

We will not be able to process the admission for your child without the funding letter or 11 – digit working parent code.

You have to apply for 30 hours funding the term BEFORE you want your child to start. You apply through a government gateway account. All the information is available by visiting [30 hours free childcare - GOV.UK](https://www.gov.uk/30-hours-free-childcare) (www.gov.uk)

We may be able to offer additional hours (subject to capacity).
Additional hours would need to be funded by parents/carers.

Frequently Asked Questions

Q. When will my child start nursery?

A. As described on the process in this leaflet, when your child starts will depend on a number of factors. We cannot give you a start date until all parts of the process are complete.

Q. Why can't my child start straight away?

A. In order to make sure we can support every child; we follow a strict process. This allows us to get to know your child and their needs. Sometimes, we may not be able to support your child's needs due to staffing levels and support available. We want your child to be safe and happy at nursery. If we cannot do this at the start of term, we will be open and honest with you and explain the next steps.

Q. Why has my child been on the waiting list so long?

A. If there are no spaces available for your child's age group, they will be moved onto the waiting list for the following term. Sometimes, if we are full, spaces don't become available all year. We will only contact you if there are spaces available.

Q. Why haven't I heard from you about a place?

A. We will do our best to contact you, using the information you provide. If we are unable to contact you (e.g. you changed your number/email) and/or you don't respond to messages, your child will be removed from the waiting list. It is up to you to check your messages and keep your information up to date.

You can update us by email:

admin@nurseryschool.nottingham.sch.uk

Or by phone: **0115 9159090**