



**The Park Federation Academy Trust
Iver Village Infant Academy
Nursery Admissions Policy 2025**



Nursery- ACORN CLASS

ADMISSIONS AND CHARGES POLICY

Date of review: July 2025

Date of next review: July 2026

Nursery admissions procedure

This policy applies to Iver Village Infant Academy – Acorn Class and is underpinned by our Equality and Diversity Statement available on the Iver Village Infant Academy website.

The policy will be reviewed to take account of changes to legislation and advice.

Admissions procedure for Acorn Class

- Applications for a nursery place may be made at any time.
- The Nursery class can accommodate up to 35 X 2, 3 and 4-year-old children.
Morning Session: 8.45am – 11.45am,
All-day Session: 8.45am – 3.00pm.
- If children are offered a place for their allocated 15/30 hours a week, they can start in the Nursery at the beginning of the term after their 2nd/3rd birthday.
- There is **NO** automatic admission into the main school from our Nursery class. Parents must apply for places in the main school following Buckinghamshire Council (BC) guidelines – these can be found on the BC website.

Applications

- Applications for admission are filed on the date of the application given in.
- As the Nursery is not limited to a catchment area, applications can be made from children who live outside of the area.
- If the applications do exceed the number of places available, the children on the waiting list will be admitted in order of the waiting list.
- If anyone defers or removes themselves from the list, then more places will be offered.
- If there are any children who in exceptional circumstances are felt to be in need of a nursery education, priority places will be granted at the discretion of the Principal and Academy Board.

Applying for a place in Acorn class

- Parents will be required to fill in the school's own application form for admission to the Nursery.
- Parents will be required to show their child's birth certificate and proof of address.
- Places will be allocated, and parents informed within a fortnight if they are successful.
- Parents who have been unsuccessful in gaining a place for their child, may keep their child's name on a waiting list in case a place is available at a later date.

- A minimum of 15hrs must be booked to secure a place.

Acceptance

- Parents will be informed of a nursery place the term before their child is due to start and receive a Welcome Pack containing details of stay and play sessions, key worker etc.
- Forms, within the welcome pack, will be returned the term before their child's start date.
- Parents who have not returned their forms will be contacted by telephone and this may delay their starting date.

Fees and Funding

Our current session fees are as follows:

- **Morning Session (3 hours):** £18.00
- **All-Day Session (6 1/4 hours):** £37.50

Payment Terms

To secure and maintain your child's contracted sessions, fees must be paid **a half-term in advance**. Invoices will be issued prior to the start of each half-term and must be settled by the specified due date.

Late or Non-Payment

The nursery relies on timely payments to maintain our staff-to-child ratios and operational costs.

- **Suspension of Place:** If fees are not paid in advance by the due date, the nursery reserves the right to **temporarily suspend your child's place**. Your child will not be able to attend sessions until the outstanding balance is cleared in full.
- **Termination:** Persistent late payments or failure to resolve arrears may result in the permanent withdrawal of your child's place.

Attendance, Absences, and Illness

When you register your child, you are securing dedicated staff ratios and resources. **Attendance is tracked daily, and we expect all booked and contracted sessions to be used regularly. The nursery does not operate as a flexible or optional 'drop-in' service.**

- **Reporting Absence:** The nursery office must be notified by 9.00am on the morning of any absence due to illness, including the reason for the absence.
- **Fees During Absence:** Because sessions are contracted and paid for a half-term in advance, **all short-term absences (including illness, family holidays, or minor ailments) are fully chargeable**. We cannot offer refunds, credits, or swapped sessions for missed days.
- **Long-Term Absence:** In the event of a long-term absence or illness lasting **4 weeks or more**, the nursery management will review the situation on an individual basis to discuss potential fee adjustments or alternative arrangements.

To increase sessions or to terminate your child's place you must give at least one term notice.

A minimum of **15 hours** per child per week is required as we are unable to accept any hours less than this.

Extended hours

We offer extended hours 8.35 - 8.45am and 3-3.20pm, in line with the school day. This is at a cost of £5 per day and must be booked and paid in advance via ParentPay due to the need to ensure ratio and safety of numbers.