



That they may have life; life in all its fullness - John 10:10

Hordle CE (VA) Primary School and Nursery



HORDLE EXPLORERS NURSERY Admission and Funding Policy 2025-2026



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Hordle CE (VA) Primary School and Nursery

HEN Admissions & Funding Policy from September 2025

Any reference to 'the school' throughout this policy shall mean Hordle CE (VA) Primary School and Nursery.

Through an education rooted in God's love and grounded in our community through teamship, our children will shape their identity to become aspirational learners, with enquiring minds and deeply held personal values ready to take on their responsibilities; living life in all its fullness as Global Citizens of the future.



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1. Introduction

At Hordle Explorers Nursery, we are committed to providing high-quality early years education and care that is inclusive, accessible, and supportive of every child's development. We recognise the importance of laying strong foundations during the early years and aim to create a welcoming, safe, and stimulating environment for all children and their families.

Our Admissions and Funding Policy outlines how places are allocated, the options available for funded and non-funded hours, and how we ensure fair and transparent access to nursery provision. It also reflects our responsibility to operate in line with current legislation, local authority guidance, and Department for Education (DfE) funding guidelines.

Any reference to 'the nursery' throughout this policy shall mean Hordle Explorers Nursery located at Hordle CE (VA) Primary School & Nursery.

2. Statement of Intent

This policy is designed to ensure that our nursery admissions process is equitable and prioritises the needs of the local community. We are committed to supporting all eligible families to access their funded childcare entitlements and to providing clear information on how funding is applied within our setting.

We aim to:

- Offer nursery places in a fair and consistent manner, with consideration to statutory and discretionary criteria
- Make funded childcare accessible to all eligible families, including the universal 15 hours and the extended 30 hours for qualifying working parents
- Be transparent about any additional charges and how these support the sustainability and quality of our provision
- Work collaboratively with parents to meet the needs of their child and ensure they understand the funding arrangements available to them.

3. Admission

- a) Admission to Hordle Explorers Nursery does not constitute any right of entry to Hordle CE (VA) Primary School, and school places will be allocated according to the school's admissions policy, which is available on the school's website.
- b) Children with an Educational Health Care Plan where Hordle Explorers Nursery is named on the plan, will be allocated a place as soon as one is available.
- c) If there are more applicants than places then the admission criteria below will be used to decide which applicants will be offered a place. If there are fewer applicants than places, all applicants will be offered a place.



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4. Admission Criteria

1) My child has a statement of Special Educational Needs or Educational Health Care Plan naming Hordle Explorers Nursery
2) My child is a “looked after” child, or is subject to an Adoption, Residence or Special Guardianship Order
3) My child, or someone in my family, has a serious social or medical condition that makes it essential that my child attends Hordle Explorers Nursery
4) At the time of admission, my child will have a sibling on roll at Hordle CE (VA) Primary School & Nursery and we reside in the catchment of Hordle CE (VA) Primary School & Nursery
5) My child resides within the catchment area of Hordle CE (VA) Primary School & Nursery
6) At the time of admission, my child will have a sibling on roll at Hordle CE (VA) Primary School. We live outside the catchment area of Hordle CE (VA) Primary School & Nursery
7) My child lives outside the catchment area of Hordle CE (VA) Primary School but our family is able to demonstrate an active commitment to a Christian Church
8) I am/will be a member of staff at Hordle CE (VA) Primary School & Nursery at the time my child will be admitted to Hordle Explorers Nursery
9) Other

5. In All Cases Above

If there are not enough places within a criterion above, we will use a distance measure to prioritise applications. Where possible, should specific hours/days requested not be available, we will endeavour to offer alternative sessions.

6. How to Apply

You must complete an online application and provide associated documentation (birth certificate and proof of address) to the nursery administration team before we can proceed with enrolling a child. Paper copies of all documents can be made available upon request.

If you wish to use the Christian Commitment Admission Criteria to support your application, you must also complete a Supplementary Information Form (SIF). This form can be found at the end of this policy or is available upon request from the nursery administration team.

7. When to Apply

If you would like your child to join Hordle Explorers Nursery, you must complete an Application Form in the first instance. We accept children from the age of 2 and admit children half-termly.

The nursery admissions team will consider applications in accordance with the admission criteria and the governing body, and allocate spaces two terms in advance, subject to availability. Should you require a



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space with a shorter notice period we will endeavour to meet your requirements or will, where possible, offer alternative sessions.

A refundable deposit of £50 is required at the point of application before we can proceed with session allocations. This deposit will be credited to your child's account and will be deducted from your first invoice after joining Hordle Explorers Nursery. Should you decide to withdraw your child's place before your first invoice is paid, this deposit will not be refunded unless there are exceptional circumstances. Please contact the Business Manager in this instance.

Any child enrolling who meets the criteria to receive Disadvantaged (2 year old) funding is not required to pay the refundable deposit. For all other families, should your child access only the government fully funded place during their time at Hordle Explorers Nursery, your deposit will be refunded to you at the end of your final term with us.

8. Securing your child's place at Hordle Explorers Nursery

If your child is offered a place, written confirmation of allocated sessions is provided. If for any reason you wish to withdraw or request to amend your child's sessions, any such requests must be received in writing. Changes to sessions cannot be accepted verbally.

Should your required sessions not be available at the time of joining, you will be added to our waiting list and we will notify you at the earliest opportunity, should your required sessions become available. The waiting list is established on a first come first served basis. Should your requirements change during the time you are on our waiting list, please notify us immediately so that we can update our records. The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- Each time a place becomes available

Once your child is enrolled at Hordle Explorers Nursery, you will be provided the opportunity to amend/add sessions on a termly basis. This will be communicated to parents via our regular Nursery Newsletter and by email. Any changes applied will be confirmed in writing. Should you need to make changes before this time, please contact us and we will do our best to accommodate however we cannot make any guarantees due to limited availability.

9. Who Can Apply

Only a parent or legal guardian can apply for a place at Hordle Explorers Nursery. A parent is any person who has parental responsibility for, or is the legal guardian of the child as set out in the Children Act 2004.

10. Making a Decision

You are warmly invited to visit Hordle Explorers Nursery before applying for a place. We run regular nursery tours and encourage you to visit in good time, before applying for a place. Hordle Explorers Nursery will help you to understand what makes our setting distinctive and to offer you the opportunity to see whether Hordle Explorers Nursery is the right setting for your child. Visits will be organised through the nursery administration team, via phone 01425 611657 or email hen@hordleprimary.co.uk

Once you have completed your tour and you wish for your child to be considered for a place at Hordle Explorers Nursery please confirm in writing. Once we have received your application form, documentation and payment of your refundable deposit, we will proceed to the next stage of the enrolment process.

11. The Area Served

The Local Authority catchment area for Hordle Explorers Nursery is the same as the catchment area for Hordle Church of England Primary School and is referred to as "The Area served by The School" A map of this Area served by The School can be found at the end of this policy.

12. Home Address

The home address, used for the term 'living inside' and 'living outside' the catchment area means the address where the child usually lives.



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Where parents have shared residence of a child and the child lives for part of the week with each parent the Governing Body will take the home address to be the address at which:

The child lives most of the school week;

Or

Where the child lives at each address for equal parts of a school week, then the address nearest to The Nursery as determined by the Local Authority distance measuring system.

13. Children or Families Who Have A Serious Social or Medical Condition

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at Hordle Explorers Nursery is essential rather than any other nursery setting. You must also describe the difficulties that would be caused if the child had to attend another setting.

The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

14. Supporting Children with Additional Needs

We are committed to providing an inclusive environment where all children, including those with additional needs, are welcomed and supported to thrive. We make every effort to implement reasonable adjustments to meet the individual needs of children with additional needs. Parents of a child with additional needs would be required to meet with the Early Years management team, including the Special Educational Needs Co-ordinator (SENCO) in order to establish any reasonable adjustments and support needed. Where necessary and where additional funding allows, it may be possible to provide an enhanced staff-to-child ratio to ensure appropriate support is in place. However, it is important to note that this will be subject to funding available and the availability of appropriately qualified staff.

Should families wish to request a tour with the Early Years Special Educational Needs Co-ordinator (SENCO) present, this can be booked via the admin office.

15. Siblings

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address. The sibling must be on the roll of the school or nursery at the time of admission.

16. Moving Home, UK Service Personnel and Crown Servants

Places can only be offered on the basis of future moves with the following:

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- A tenancy agreement confirming the renting of a specific property relevant to the application;
- A letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- In the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from the school/nursery)

17. Deferred Entry Into Year

Parents are encouraged to apply for school places to ensure children transition with their peers. Requests for summer-born children (born 1st April - 31st August) to delay school entry are carefully considered on a case-by-case basis and before a deferral can be considered. However, you must discuss this with the nursery manager and request a formal meeting with the Headteacher prior to the closure of the application



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window (usually 15th January). While we strive to support families in making the best decision for their child's educational journey, approval is not guaranteed. Any such decision must be approved by the Governing Body of Hordle CE (VA) Primary School and any other school to whom you are making a school application.

It is important that families note that if a request for deceleration is accepted, there are implications for the admissions application for a Year 7 secondary school placement and these can be explained by the Headteacher at the initial consultation meeting.

Government funded places for any such deferral must be applied for to the local authority and agreed in advance before taking up any place at the nursery setting for the deferral year.

18. Funding Structure

We offer government-funded places for children aged 2 years up to school age known as Early Years Education funding (EYE).

From September 2025 children aged 9 months old up to joining school who meet eligibility criteria (working parents) may be able to access up to 30 hours EYE funding per week. All children are eligible for a minimum of 15 hours EYE funding from the term after they turn 3 years old.

For full details of the funding options available and the Hordle Explorers Nursery charging and invoicing arrangements, please refer to the Funding Explained guide available on our nursery website.

19. Additional Charges

Early Years Education funding is provided to cover the basic cost of delivering childcare during funded hours. It does not include meals, snacks, consumables, enhanced services, or any care provided outside of your child's funding entitlement.

To help cover the cost of delivering high-quality care and the enriched experiences that set our nursery apart, we apply a voluntary Consumables charge per funded session. This is £1 per funded hour (price set as of September 2024). These contributions support us in maintaining our standards and providing the added value families expect from our setting.

Parents are invited to opt into these charges on a termly basis. Once opted in, the charges apply for the full term. If your financial circumstances change during this time, we encourage you to speak to the Nursery Business Manager, who will work with you to explore available support options.

We understand that these charges may not be manageable for every family. In certain circumstances, we may be able to reduce the fee or offer assistance. Such decisions are made at the discretion of the nursery, taking individual family needs into account.

Families in receipt of 2-year old Disadvantaged Funding will not be charged the Voluntary Consumables charge but will be charged for any additional hours taken over and above the funding entitlement. These are charged at our standard hourly rate.

All additional hours taken over and above your child's funding entitlement must be booked and paid for in advance of sessions taking place. Our current standard hourly rate is £8.00 per hour (rate as at September 2025).

The Voluntary Consumables charge of £1 per funded hour includes the following services and/or supplies:

- Breakfast (for those attending 8-9am)
- Snacks (including those provided during the core day as well as at After School Club for those attending)
- Nappies
- Wipes
- Nappy bags
- Nappy creams



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- Activities and consumables such as celebrations and special events, seasonal occasions and nursery-wide experiences, visiting workshops such as dance, story tellers, special visitors and other unique experiences.
- Art & craft supplies
- Other sundry items

Parents paying the full standard hourly rate will not be charged the Voluntary Consumables fee on any non-funded hours.

All charges, fees and funded hours will be fully itemised on your invoice.

Hordle CE (VA) Primary School and Nursery reserves the right to review our funding charges at any time and we will notify parents/carers of price increases as soon as is practically possible and following consultation with the Governing Body.

20. Further Information

If you require further information about applying for a place at Hordle Explorers Nursery, please contact the nursery administration team.

Hordle Explorers Contact Details:

Hordle Explorers Nursery
Hordle Church of England (VA) Primary School
Hordle Lane
Hordle
Hampshire
SO41 0FB

Telephone: 01425 611657

Email: hen@hordleprimary.co.uk

21. Legal Statements

This policy has been made in accordance with The Equality Act 2010, The Human Rights Act 1998 and the School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of the Governing Body.

22. Warning

Please understand that your child's place at the nursery may be withdrawn due to the non payment of fees or due to regular non attendance. Please see the Hordle Explorers Nursery Terms and Conditions for further information.

	DATE	Ethos	Equality	Practice	Guidance
This policy was reviewed and screened by the Governing Body	2025/26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Next scheduled review:	Academic Year 2026/27				

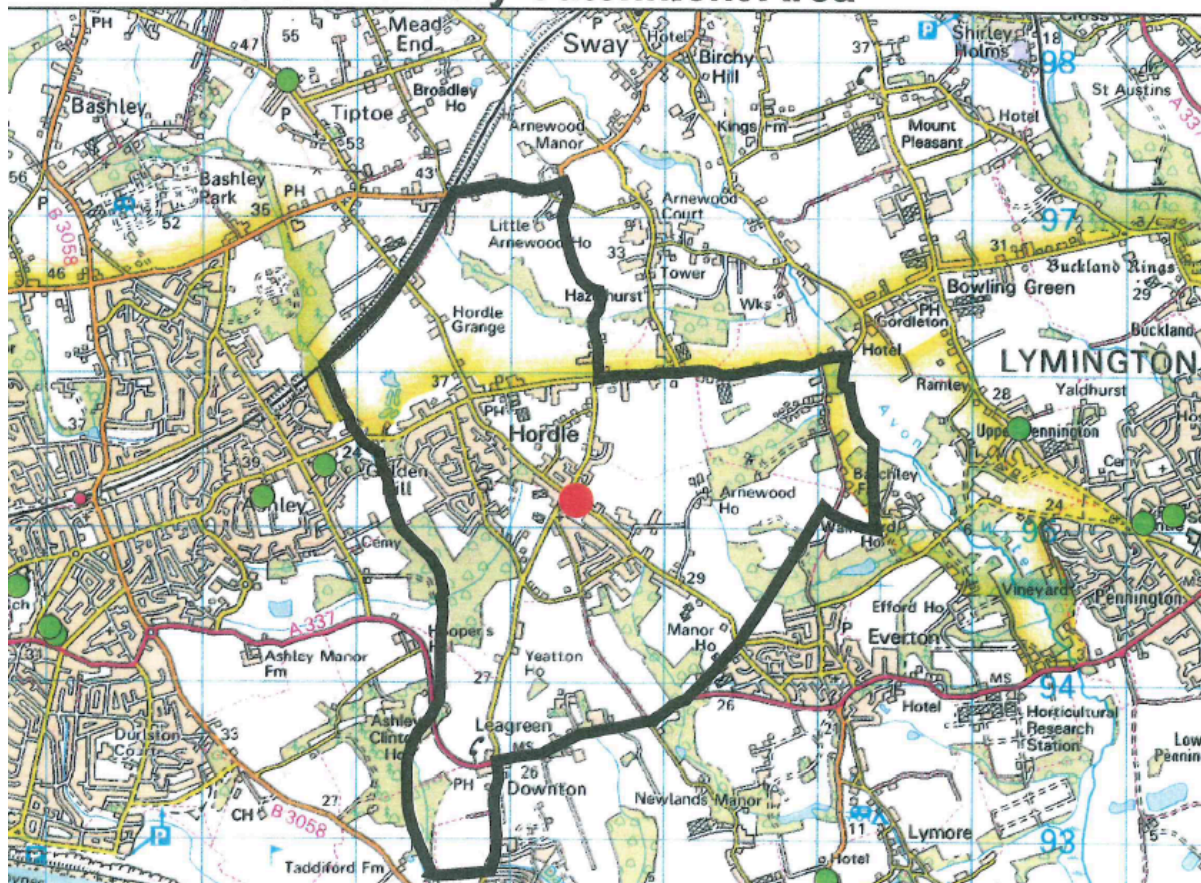


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Appendix 1: Catchment Area Map

Map of the catchment area of The School OR List of roads / streets and house numbers which make up the catchment area.

Hordle Primary Catchment Area





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HORDLE CE (VA) PRIMARY SCHOOL

Appendix 2: Supplementary Information Form

The purpose of this **Supplementary Information Form** is to verify the active membership of a Christian church of one or both parents. Active membership is defined as attending worship at a Christian church at least twice a month for the previous two years before the deadline for admissions set by the Local Authority.

You must complete this form, declare your active membership, have it supported by the designated church official and return it to the school as soon as possible but before the deadline for primary school admissions set by the Local Authority. *(The designated church official is usually the vicar or minister; please ask at your church or the church school you are applying to who has been designated to validate your declaration.)*

If you do not submit this form in time, your application cannot be considered under the faith criterion.

I / We Of Being the Parent(s) of <div style="text-align: center; margin-top: 10px;">Child's Name</div>	Parent Name(s) Address Child's Date of Birth
<i>applying for a place at</i>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 85%;"> <p>declare that my / our active membership of a Christian church is described as attending worship at a Christian church at least twice a month for at least the previous two years before the deadline for admissions set by the Local Authority.</p> <p style="color: blue;">In the event that during the period specified for attendance at worship the Christian church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</p> </div> <div style="width: 10%; text-align: center; vertical-align: top;"> <p>please tick</p> </div> </div>	
Parental signature(s) <div style="border-bottom: 1px dashed black; margin-bottom: 5px;">1st parent</div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;">2nd parent (if appropriate)</div> Date:	Please print your name(s) <div style="border-bottom: 1px dashed black; margin-bottom: 5px;">1st parent</div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;">2nd parent (if appropriate)</div> Date:

PLEASE GET THIS FORM SIGNED BY THE CHURCH OFFICIAL VERIFYING YOUR DECLARATION

I verify that the information regarding attendance at worship given above is correct.	
Signature	
Please print your name	
Name of the Christian Church	
Status within the church (Vicar / Priest in Charge etc)	
Date	



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Contact address and telephone number	
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For School Use Only			
Accepted by the school as a validated “active members of a Christian church” declaration and signed on behalf of the Governing			
Body by			
Name of person signing on behalf of the Governing Board.	Name	Signature	Date

Please return this form to the Church of England School you are applying to as soon as possible before the deadline for school admissions set by the Local Authority.