Millbrook Nursery

Admissions Policy

Academic Year: 2026–2027

Millbrook Nursery Admissions Policy

1. Introduction

Millbrook Nursery is committed to providing a welcoming, inclusive, and nurturing environment for all children. This policy outlines the criteria and process for allocating nursery places, ensuring fairness and transparency in line with local authority guidance and government funding entitlements.

2. Age of Admission

Children are eligible to join Millbrook Nursery from the term following their second birthday, subject to availability and eligibility for funded or paid places.

3. Funded Places

We offer places for children eligible for:
- 15 hours universal entitlement (for all 3 and 4 year-olds)
- 30 hours extended entitlement (for eligible working families)
- 15 hours for eligible 2 year-olds (based on income or working status)
- Early Years Pupil Premium (EYPP) support
- Childcare for Working Families (CWCF) entitlements

Parents must provide the necessary eligibility codes and reconfirm details as required by HMRC or the local authority.

4. Admissions Criteria

Where there are more applications than available places, priority will be given in the following order:

- Priority 1: Exceptional circumstances – CWCF (child(ren) we care for), children with identified additional needs EHCP (Education, Health & Care Plan), or those referred by social services or health professionals.
- Priority 2: Children living within the school catchment area with siblings currently attending Millbrook Primary School at the time of admission.
- Priority 3: Children living outside of catchment with siblings currently attending Millbrook Primary School at the time of admission.
- Priority 4: Children living within the school catchment area by closet first.
- Priority 5: All Other Applicants - Remaining places will be allocated based on the date of application and availability of sessions

5. Session Allocation

We aim to accommodate parental preferences for sessions (morning, afternoon, or full day), but this is subject to availability and staffing ratios.

6. Waiting List

If the nursery is full, applicants will be placed on a waiting list in order of the admissions criteria above & added to the next entry date. Parents will be contacted by the deadline published on the website if a suitable place is available.

7. Review and Appeals

Parents/Carers who are not offered a place may request a review of the decision. Appeals should be made in writing to nursery@mbk.cambrianlt.org within 10 working days of notification.

8. Offers will be rescinded if;

a) Parents/Carers do not complete the information required and return the completed offer by the stipulated deadline.
b) Parents/Carers do not supply the necessary funding information, or it is not found eligible on the local authority portal.
c) Parent/Carers do not complete the online application form by the deadline.

In these instances, places will be declined and offered to the next applicant.