

Directorate of Children and Young People

**Determined Admission
Arrangements for Community and
Voluntary Controlled
Maintained Nursery Schools and
Classes
September 2026**

‘Putting children and young people first in Dudley’

Dudley Metropolitan Borough Council
Directorate of Children and young People
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CONTEXT OF POLICY:

Background

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the Local Authority (LA) in consultation with individual schools.

The responsibility for determining the admissions policy for foundation and voluntary aided schools including academies and free schools, nursery classes is the responsibility of the individual Governing Body.

Legal Context

- Children Act 1989 (Section 22)
- Education Act 1996 (Section 8)
- Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607).
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Race Relations (Amendment Act) 2000
- Special Educational Needs and Disability Act 2001
- Disability Discrimination Act 2005
- Childcare Act 2006 - Amendment Regulations 2010 (SI 2010/301) Duty to secure early years provision free of charge
- The Childcare Act (early years provision free of charge) (extended entitlement) Regulations 2016 (updated February 2025)
- Early Education and Childcare, Statutory guidance for Local Authorities 2026
- Equalities Act 2010 and (Specific Duties) Regulations 2011
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2026
- Special educational needs and disability (SEND) code of practice: 0 to 25 years 2015 (updated 2025)
- Data Protection Act 2018 and General Data Protection Regulations (GDPR) 2018
- The School Finance (England) Regulations 2012 (SI2012/335)
- Children's Wellbeing and Schools Act 2026

And have regard to the School Admission Code 2021

And with reference to the reformed Early Years Foundation Stage (EYFS) (November 2025) – learning and development and safeguarding and welfare regulations

Desired Outcomes of Admission Policy

- To ensure consistency across all community and voluntary controlled maintained nursery schools and classes in the Dudley Borough with regard to local admission arrangements.
- To ensure that all applicants are treated in a fair and consistent way and that the admissions policy for all maintained nursery schools and classes is clear and transparent.

POLICY FOR ADMISSIONS TO COMMUNITY & VOLUNTARY CONTROLLED MAINTAINED NURSERY SCHOOLS AND CLASSES

It is not a legal requirement that consultation take place on admissions arrangements for community and voluntary controlled maintained nursery schools and classes; however, the LA is required to publish any separate entry requirements and over subscription criteria.

All eligible children are entitled to access the funded early education entitlement of universal 15 hours for 3–&–4-year-olds or up to 30 hours if parents are eligible under working parent entitlement from the term after the 9-month milestone date on a part-time or full-time basis. If the parents does not work the child could receive up to 15 hours from the beginning of the term after their 2nd birthday if eligible to receive targeted Early Learning for Two's 2-year-old hours or from the beginning of the term after their 3rd birthday until they reach compulsory school age, defined at Section 8 of the Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607). A child will reach compulsory school age on or after their 5th birthday.

This table indicates when children become eligible for a 3-year-old funded part time-maintained nursery place:

A child born between	Will become eligible for a free place from
1 st April and 31 st August	The start of the autumn term following their 3 rd birthday
1 st September and 31 st December	The start of the spring term following their 3 rd birthday
1 st January and 31 st March	The start of the summer term following their 3 rd birthday

These dates are set by the Department for Education and do not take account of variations in the date of Easter

Places in maintained nursery schools and classes can become available throughout the year as children leave for whatever reason. Therefore, a maintained nursery school or school with a nursery class will hold its own waiting list in order to fill these occasional spaces as and when they become available. However, places in general must be offered from the waiting list in line with the admissions criteria given below.

In all cases, parents must apply to the individual school to have their child's name added to the maintained nursery waiting list; applications to the school held waiting list will only be taken the term after the child's 2nd birthday. Parents will then be advised of a place in the maintained nursery at least half a term before their child is due to be admitted.

All 3- and 4-year-old children who reside within the Borough of Dudley will be given priority for admission to local maintained nursery schools or classes at community and voluntary controlled primary schools. Only where places remain available after children resident in Dudley have been accommodated within the maintained nursery, will children from outside of the Borough be considered in line with the locally defined maintained nursery admission criteria.

Admissions criteria

The following criteria will be used by the individual school to allocate available places within its maintained nursery school or class where it receives more applications than can be accommodated.

First priority shall be given to children who are:

- 1) In the care of the Local Authority (Child/ren Looked After) or provided with accommodation by them under section 22 of the Children Act 1989. In addition, priority is also given to children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. (See notes below).
- 2) Known by the LA to have additional educational needs/disability as defined by the Children Act 1989 or the Education Act 1996 and whose needs can be best met at the preferred maintained nursery – (applications made under this criterion would need to be supported by a recommendation from DMBC SEND Service, Integrated Early Years Service (IEYS), or Communication, Interaction, Physical and Sensory Service (CIPS). Or is a child that is currently subject to a child protection plan or child in need process or has an Early Help & Care Plan . An Early Help & Care Plan (EHCP) provides a method for assessing needs for

children and young people and their family to support earlier intervention and to improve joint working between professionals and practitioners who support the individual child or young person and the co-ordination and consistency of and between assessments leading to fewer and shorter specialist assessments.

- 3) A child with a long-term physical or mental impairment or who has a life limiting progressive condition, where the Directorate of Children's Services is satisfied that attendance at the preferred maintained nursery will meet the needs of the child's condition rather than any other maintained nursery, after reasonable adjustments have been implemented (Parents must provide supportive information from their child's Paediatrician or specialist Consultant (medical), at the time of application in order to be considered under this criteria). This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they had to attend another maintained nursery. Parents should also indicate why the preferred maintained nursery is the most appropriate to meet their child's condition rather than any other maintained nursery. (The School will not seek to obtain this evidence on behalf of parents.)
- 4) Children who will have an elder brother/sister, half-brother/sister or stepbrother/sister attending the school/nursery at the requested time of entry. Children must reside at the same home address during the school week. (The definition of brother or sister also relates to adopted or fostered children living at the same home address).
- 5) Any remaining places will be filled according to those children who live closest to the preferred maintained nursery. Distances will be calculated in a straight-line from the home address to the main entrance of the schools nursery class.

In all cases priority will be given to children who will enter primary school in the following academic year (2026/2027), over children who will enter primary school in the next academic year (2027/2028).

Children Looked After

"Children Looked After" means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Specialist Early Years Provision

There are five specialist early years inclusion hubs located in each of the five localities in Dudley for children with special needs: Places are allocated via the Specialist Early Years Panel via the Integrated Early Years' Service. There is a referral system to this service following which educational needs will be assessed to determine the most appropriate placement. Places are allocated each term depending on the number of places available. Places are reviewed termly with the aim of reducing the level of support as the child makes progress. Early Years settings and providers will make the referral after consulting with the child's parent who must give their consent for the referral to proceed.

Application Process for Nursery class places

An application from a parent for a nursery place should be made directly to the individual school who will allocate places in accordance with the admissions criteria (page 4- 5) above, where over subscription has occurred.

Unsuccessful application

Unsuccessful applicants will be placed on the school held maintained nursery admission waiting list in accordance with the criteria given above (page 4-5); applicants may also request in writing that their unsuccessful application be re-considered by the **Cabinet Member for Children and Young People**, giving detailed reasons for the request. Maintained nurseries will only be able to admit up to their agreed number based on the required staff: child ratios (1:13) and space: child ratios (2.3 square metres per child) as per the Statutory Framework for The Early Years Foundation Stage 2025 (EYFS).

Oversubscription

In the event of oversubscription in any category, priority will be given to children who will enter primary school in the following academic year (2026/2027), over children who will enter primary school in the next academic year (2027/2028). The distance (straight line) between the home address and the main entrance of the school will be with priority being given to those living the closest. The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

Multiple birth children

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to their parents' preferred maintained nursery through the locally defined maintained nursery admission criteria, in that the school governors will, in consultation with the local authority, exceed the admission number for the maintained nursery class concerned to prevent separation of twins / triplets. However, the maintained nursery must adhere to the appropriate staff: child ratios and space: child ratios as per the Early Years Foundation Stage (EYFS).

Admissions to Reception Class

Attendance at a maintained nursery class attached to a school **will not** guarantee a child admission to the reception class of that school or give any advantage to the parent's application for a reception class place. A separate application for admission to the reception class **will always** have to be made to the LA, as reception places are always allocated by the LA and not the school.

Equality of access

Dudley Council has an inclusive education policy, and children will not be discriminated against as laid down by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The

Special Educational Needs and Disability Discrimination Act 2001 and The Equalities Act 2010.

This includes reasons such as:

- Developmental delays, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.
- Additional educational needs, including emotional or behavioural difficulties.
- Physical or sensory impairment.

Safeguarding statement

Dudley Metropolitan Borough Council and its partners recognise that safeguarding is everyone's responsibility, whether their interest is in all children and young people 'staying safe' in all aspects of our services, or whether they are working in more targeted services with vulnerable children and young people. All staff have appropriate training and induction so that they understand their roles and responsibilities and are confident to carry them out. Schools, settings, children, young people and their parents and carers, or any member of the community should feel safe and secure and that they can raise any issues or concerns about the safety or welfare of their children and young people and know that they will be listened to and taken seriously. This will be maintained by promoting an ethos of commitment to safeguarding and promoting the welfare of all children and young people.

Dudley MBC has overarching responsibility for safeguarding and promoting the welfare of all children and young people in the Dudley area. There are a number of statutory functions under the 1989 and 2004 Children Acts which makes this clear, and the 'Working Together to Safeguard Children' 2026, Working together to safeguard children statutory guidance sets these out in detail as does the 'Keeping Children Safe in Education' September 2026, including in early years provision.

Funding the early education entitlement

Maintained nurseries who take children in the term in which they become 3 years old, as a rising three, will not receive universal funding for that child until the term **after** the child's 3rd birthday.

Targeted 2-year-old funding (Early Learning for Two's- ELF2)

However, children who are admitted in the term in which they become three may be eligible for ELF2 funding if their parents meet the eligibility criteria for a funded 2-year-old place. (See page 10 for criteria).

Full Time places

Full-time-maintained nursery places, beyond the free 15-hour entitlement, can only be offered in very exceptional circumstances and on a short, time-limited basis. If a maintained nursery school or class is considering offering a full-time place, they should consult their own governing body outlining the reasons given by the parents and in liaison with other appropriate agencies that support the child. (Also See page 11 – 30 hour's funded childcare entitlement).

Funded Full Time places

Since September 2025, children from the term after their 2nd birthday with eligible working parents may access up to 30 hours funded entitlement if the maintained nursery is able to accommodate. And in some circumstances schools may accommodate children under the age of 2-years for up to 30 hours, if they are able and hold a separate early years registration with Ofsted.

Children transferring during the term

Should a child transfer from one nursery to another or a private, voluntary or independent provider during the term, the funding will in most cases follow the child; this also applies to children transferring into nursery classes' midterm. Should a child transfer prior to 'head count' day, then the funding will go to the provider in which the child is recorded as taking up a place on 'head count' day.

Deferred admission to school

Local authorities must have regard to the School Admissions Code which came into force in 2021, and the Children's Wellbeing and Schools Act 2026 applies to all maintained schools in England.

Children are offered admission to a school reception class at the beginning of the Autumn term following their fourth birthday. Under the School Standards and Framework Act 1998, children do not have to undertake full time education until the start of the term following their fifth birthday. If parents/carers wish to defer entry until later in that academic year or until the child is five, they should discuss this with the head teacher of the allocated school.

Delayed admission to School

Parents/carers sometimes request that the admission of their child is delayed for an academic year due to developmental or emotional issues. The Local Authority accepts that there may

be exceptional, individual circumstances; to necessitate a pupil entering school outside of their chronological age group but this is considered on a case-by-case basis. Delayed entry beyond one academic year will not be supported.

Particular consideration will be given to summer born children or children who have been born so prematurely that it places them into an earlier academic year group than would have been the case had they been born on or nearer to the due date. Please see “admission outside of the chronological age range” Policy for further details.

This includes children currently accessing a funded part time place in a maintained nursery. However, should a parent defer their child’s entry to school then the child would only be entitled to access up to 15 hours of funded early education unless the child is eligible under working parent criteria for up to 30 hours.

Free school meals (FSM)

- Nursery age children are only eligible for a Free School Meal if they receive their funded entitlement in a maintained school, academy or a free school and receive their early education before and after lunch break. From September 2026 all children in England in households receiving Universal Credit will be eligible for free school meals, regardless of household income and universal infant free school meals. Under current criteria, **Universal Credit (Targeted):** £7,400 or less per year, **Universal Credit (Expanded):** Any income level, as long as you receive Universal Credit, **Child Tax Credit:** Gross income must be no more than £16,190 a year (and no Working Tax Credit). **Other qualifying benefits:** Income Support, Income-based Jobseeker's Allowance, or Guaranteed Pension Credit

ADDITIONAL INFORMATION AND GUIDANCE

Access to universal funded nursery provision

The universal 15 hours of funded entitlement to early education can be made available flexibly, so that parents may access, but only if the nursery has capacity to do so, more than 3 hours per day to a total of 15 hours per week as follows:

- No session longer than 10 hours
- No session offer before 6.30am and after 8.00pm
- The full 15 hours over no fewer than 2 days

Targeted Early Learning for 2yr olds (previously Time for Two's)

Local authorities have a statutory responsibility to ensure that all two-year-olds who meet the eligibility criteria can access a funded early learning place. This can also include children classed as a 'rising three-year-old' (will become three in the term in which they first took up their place), admitted to a maintained nursery school or class.

Eligibility criteria:

- Children Looked After, including those who are adopted or who have a special guardianship or child arrangement order or are receiving foster care
 - Children who meet the Free School Meal (FSM) criteria, where their parents are in receipt of any of the following benefits: as above (page 10)

And

- Parents whose income falls below £15,400 and those who are in receipt of Universal Credit, extending the offer to low income working families.
- Children with significant SEND, with an education, health and care plan (EHCP), and who attract Disability Living Allowance (DLA) **regardless** of the family's income and some children with lower level SEND who do not meet the thresholds for statements of SEND or DLA
- Children who are subject to a Child in Need Plan or have a Child Protection Order

Targeted 30 hours funded Childcare for working parents

Since September 2025, the targeted 30 hours funded childcare entitlement is available; for children from 9month milestone, under 2-years, 3-and 4-year-olds in families where all parents in the household are working a minimum of 16 hours per week and earning the equivalent of the national or living minimum wage.

The 30 hours can be accessed through both maintained nurseries and registered private and voluntary early years and childcare providers. Children in full time reception classes are not entitled to receive 30 hours free childcare.

30-hour eligibility criteria for parents are working and/or:

- Both parents or a lone parent family (earning equivalent of 16 hours a week on National Minimum or Living Wage and earning less than £100,000 per year (each) including the self-employed.
- Both parent or lone parent is temporarily away on leave (maternity, paternity, parental or adoption leave)

- Both parent or lone parent is on Statutory Sick Pay
- Both parent or lone parent is in receipt of benefits relating to caring responsibilities or their disability; or
- One parent is employed, and one parent is disabled or incapacitated (on specific benefits).

The Government believes that including parents who are temporarily away from the workplace will help families to maintain their childcare arrangements, supporting their transition back to work at the end of parental leave or period of ill health and avoiding disruption to the child.

Parents will remain eligible for the funded entitlement if they access Tax Credits, Universal Credit, Tax-Free Childcare and other childcare schemes to help pay for any additional childcare they need in addition to their funded entitlement.

Parents **must apply** for the 30-hour entitlement through the Governments digital Best Start in Life Service. Parents are required to make an application the term before they wish to start receiving the entitlement, i.e. 31st August for autumn term, 31st December for spring term and 31st March for summer term. Parents can apply before their child turn's 9-months, although they would not be able to take up their child's place until after their 9-month milestone. Parents can use up to two providers in any one day. For more information visit the Best Start in Life website at <https://beststartinlife.gov.uk/>

Should parents circumstance change, i.e., they lose their job, the parent will enter 'The Grace Period' and they will retain their funded additional hours for up to 6 weeks, should they be unable to find alternative employment, they will revert to the universal 15-hour funded entitlement. The 'Grace Period' can be extended for a short time at the LAs discretion to support parents who are victims of crime or domestic abuse where they have needed to leave their home.

Foster Carers

DfE have extended the 30-hour funded entitlement to Foster Carers who are employed outside of their fostering work where this meets the needs of the child's care plan in consultation with the responsible Social Worker.

For more information, please contact the Early Education Funding Team at earlyeducationsfunds@dudley.gov.uk

Charges for early education/childcare in nursery schools and classes

The Department for Education has legislated within the Education Act to permit a school to charge for early education provision offered beyond the 15 funded hours in a maintained/academy nursery if it wishes to do so. However, if the parent is entitled to 30-hours funded childcare then any additional hours required by the parent and available in the nursery must not be charged for.

It will remain entirely a matter for individual schools as to whether they wish to offer and charge for any additional hours or other services. However, schools will not be able to charge for children younger than the age at which they receive the funded working parent entitlement (the term after the child's second birthday) or once they have entered reception class. Schools may not make a profit on any hours paid for over and above the funded entitlement, but they may use any income generated to support staff costs or to provide additional resources.

NB: Parents do not have to take up additional hours and this should not affect the offer of a funded maintained nursery place

Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges, which may create a barrier for parents in relation to the funded hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

A school nursery can charge for meals and snacks as part of a funded place, and they can also charge for consumables such as nappies or sun cream and for other services such as trips. These charges must be voluntary for the parent. Schools must be mindful of the impact of additional charges on parents especially the most disadvantaged where parents are unable to pay for meals and consumables, schools who choose to offer the funded entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

There is an expectation that Dudley schools set and publish a policy on providing parents with options for alternatives to additional charges. This policy must be made available to all

parents and must offer reasonable alternatives that allow parents to access the entitlement for free

Schools charging a fee for any extra hours beyond the funded entitlement need to ensure that full consideration has been given to the local market rate and to both the learning and development and safeguarding welfare regulations of the Early Years Foundation Stage (2025) and in particular the potential impact on other providers of early education in their area.

As this decision will affect the LA childcare sufficiency assessment and nursery place planning, schools should consult with the Local Authority Integrated Early Years and Childcare Lead on 01384 814373 or email donna.farnell@dudley.gov.uk

The costs of chargeable extras should be published on school websites or, where they do not have a website, on the Dudley Family Information Services directory. This information should be clear, up-to-date and easily accessible to parents, and enable parents to make an informed choice of school. They should set out, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements.

Invoices and receipts should be itemised; Dudley MBC will work with schools to ensure their invoices break down separately into:

- the funded entitlement hours
- additional private paid hours
- food charges
- non-food consumables charges
- activities charges

Invoices and receipts should include the school's full details so that they can be identified as coming from a specific school

Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, schools should be made aware that participation in any optional extra activity should be on the basis of parental choice and a willingness to meet the charges. Schools must ensure that children who do not participate in optional activities continue to receive provision that complies with the EYFS.

Schools must deliver the funded entitlements consistently, so that all children within a school accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

Dudley MBC will ensure that the funded entitlements are available free of charge and therefore that schools do not charge parents for the following in connection with the entitlement hours:

- Top-up fees (any difference between a schools normal charge to parents and the funding they receive from the local authority to deliver funded places)
- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of early education
- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's funded place
- non-refundable deposits as a condition of taking up a child's funded place
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the funded hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras.

Schools should work with parents so that parents understand which hours and sessions can be taken as funded provision. Not all schools will be able to offer fully flexible places, but schools should work with parents to ensure that as far as possible the pattern of the entitlement hours are convenient for parents' working hours. Schools should ensure that children are able to take up their funded hours in continuous blocks if they wish to, and there should be no artificial breaks in the entitlement hours. For example, a school should not offer 10am to midday and 1pm to 3pm as entitlement hours and offer only private paid hours in between.

Dudley MBC will ensure that schools and parents are aware that the Early Years Pupil Premium (EYPP) provides additional funding to schools to support the quality of early education for eligible children taking up early education and childcare entitlements. The Disability Access Fund (DAF) supports eligible, disabled children's access to the entitlements.

Extended Early Years Entitlements for Working Families

- Since September 2025 working parents of 9 month to 3-year-olds are able to access 30 free hours per week (38 weeks a year).

The process for parents wishing to claim these entitlements will be the same as under the current system, for those parents accessing 30-hours with eligibility checks processed through HMRC. Parents will remain able to check what childcare support they are entitled to via the Best Start in Life website <https://beststartinlife.gov.uk/>

This document will be reviewed annually.

Parent Summary

This policy explains how places are allocated for Dudley community and voluntary controlled maintained nursery schools and nursery classes from September 2026.

Parents apply directly to the nursery or school they would like their child to attend, and the school keeps its own waiting list.

Parent Guide: Applying for a Maintained Nursery Place in Dudley

A quick guide for parents and carers

This leaflet explains how Dudley community and voluntary controlled maintained nursery places are allocated from September 2026, what funded childcare may be available, and what to ask before accepting a place.

1. How to apply

- Contact the nursery school or school nursery class directly.
- Ask about available places, sessions, waiting lists and the application process.

2. When your child can start

Most children can take up a funded nursery place from the term after their third birthday; some two-year-olds and younger children may qualify depending on family circumstances.

3. If there are more applications than places

Schools use the published admission criteria, including priority for children in care or previously in care, children with additional needs or safeguarding involvement, significant health or disability needs, siblings and distance from the nursery.

4. Funded hours and charges

Funded childcare hours must be free at the point of access, and parents must not be required to pay top-up fees, registration fees, deposits or compulsory charges to take up a funded place.

5. Optional extras

Schools may charge for optional extras such as meals, snacks, consumables, trips or additional hours, but charges must be clear, itemised and voluntary, with reasonable alternatives available.

Important reminder

A nursery place does not guarantee a reception place at the same school, so parents must still make a separate reception application through the Local Authority when the time comes.

Before you accept a place, ask the nursery:

- What sessions and funded hours are available?
- Are there any optional charges, and what alternatives are available if I do not want to pay?
- What evidence do I need to provide?
- How will I be told if a place becomes available from the waiting list?