



**Reynolds  
Academy**

## Nursery Admissions Policy

<b>Date reviewed:</b>	<b>September 2025</b>	
<b>Approved by:</b>	<b>Board</b>	<b>December 2025</b>
<b>Next review due by:</b>	<b>September 2026</b>	

***For Office Use Only:***

Policy Version: 1.3

To make changes to this policy, please  
email [admin@lincolnshiregateway.co.uk](mailto:admin@lincolnshiregateway.co.uk).

To apply for a place at Reynolds Academy's Nursery please complete the Academy's application form. This can be obtained by emailing enquiries@reynoldsacademy.co.uk or by telephoning 01472 691797.

Reynolds, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. Reynolds Academy insists on the highest standards of behaviour. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for nursery is greater than the maximum capacity of the nursery, applications will be considered against the criteria set out below considering the age of the child on the application.

After the admission of children with Education Health Care Plan (EHCP) naming the nursery, we will use the following factors, in priority order, to decide which students will be given places:

1. Looked after children and previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with brothers or sisters who are already at the Academy at the time of admission.
3. Children of staff employed by Reynolds Academy.
4. Proximity to the Academy with child living closest to the Academy having priority.

Tie-breaker

Distance will be used as a tie-breaker if any of the categories are oversubscribed and there are not sufficient places available.

### **Funded Places and Termination**

Funded places will be offered in accordance with the code of practice for Early Years Education Entitlement and any local conditions at the time.

Parents/carers must complete a Student Information Form before their child can attend and agree to the Policies of Reynolds Academy.

If parents no longer require a place, they are required to give 4 weeks' notice of termination.

### **Payment**

Fee payment is required a calendar month in advance, on the 1st of the month for the whole calendar month.

Reynolds Academy encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. It is important that parents/carers speak to the Principal if a problem arises regarding the payment of nursery fees.

## **In the event of a non-payment see Payment Procedure**

Termination of places:

Should a child not attending the setting for two consecutive weeks without any form of communication between parents/carers and the setting the child's place will be terminated and the parents/carers will be invoiced accordingly.

Should arrears be continuing to build and no attempt to make a payment plan or cover any outstanding fees made then unfortunately we will have no further options other than to terminate the childcare place and seek legal support for regaining outstanding monies owed.

## **Tax Credit & Universal Credit**

Reynolds Academy is registered with Ofsted therefore where appropriate parents/carers are able to claim tax credits. Details are available upon request.

## **Childcare Vouchers**

Reynolds Academy accepts Childcare Vouchers, details are available upon request.