

## **Admissions Policy Ladybird Montessori Nursery 2026.**

### **Statement of intent**

It is our intention to make our nursery accessible to children and families from all sections of the local community.

The Nursery is open 5 days a week, Mondays to Thursdays 8.30-3.30 and Fridays 8.30-12.30.

### **Aim**

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures. In order to achieve this aim, we operate the following admissions policy.

**We arrange our waiting list in receipt of dated registration forms. Places will be allocated to children on the waiting list strictly in order of receipt of their application form and registration fee. However, priority will be given to siblings of children already in the Nursery.**

Free Entitlement for 3-year olds is available the term after your child's 3rd Birthday and each child qualifies for 15 hours of Free Entitlement (for some children 30 hours) West Sussex County Council requires all parents/carers to fill out a Free Entitlement declaration form which will be emailed or given to Parents by the Head teacher with explanations to help.

**Early years funding can be used during the morning period for 3.5 hours 8.30-12 and 3 hours in the afternoon, 12.30-3.30.** There is a lunch time charge between 12 to 12.30 or children can be collected at 12.

Children registering for morning sessions including lunch or full days are required to pay **termly fees** by the first day of term.

- Parents accessing solely the free entitlement will not be sent an invoice..
- Parents accessing hours outside of funding will be invoiced with a zero charge for Early years funding and a total amount for the remainder.

Our priority is to provide full morning sessions where possible.

Full explanations of the free entitlement delivery will be given during your visit to Ladybird. More information on West Sussex Free Entitlement available at;  
[WSChildrenservices@westsussex.gov.uk](mailto:WSChildrenservices@westsussex.gov.uk)

We can also offer free entitlement to children aged 2 who are eligible. We can offer morning sessions only until 12.30 and a minimum booking of 2 sessions is required.  
[www.westsussex.gov.uk/free entitlement for 2 year olds.](http://www.westsussex.gov.uk/free-entitlement-for-2-year-olds)

This policy was updated by Ladybird Montessori Nursery Ltd on February 2026 by Beckie Combes.