


## ADMIT SYSTEM – To check availability and book sessions.

### Viewing your child's information

Once logged in it will look like this:

 Log out

**ChildForename ChildSurname**  
[Switch child](#) [Add Child](#)

The child's account you are in (is known) as their name is stated in the Green ribbon (shown above as ChildForename ChildSurname).

If it is another child you wish to make payment for then click on 'Switch Child' and choose the child from the list, then click on 'Switch Child'.

Once you are on the correct child's record (their name will now be in the Green ribbon), click on 'Buy Extra Nursery Hours' section from the list that looks like:

**[Submit and manage applications](#)**  
View the status of your application, make updates or complete a new application for ChildForename.

**[View session calendar](#)**  
See your scheduled sessions, closures and any sessions that you have purchased.

**[Buy extra nursery hours](#)**  
Book additional nursery hours and manage payments for any extra sessions your child may need.

**[Child details](#)**  
Update your child's personal details or give someone else access to help manage their application.

**[Contact pupil placement support](#)**  
If you have any questions or need help at any stage, our support team is here for you.

You will then see:

[Go Back](#)

**Payments**  
Make a payment or view your payment history.

[Payment History](#) [Make Payment](#)

Unpaid Sessions  
**You have 0 unpaid sessions.**

Outstanding Balance  
**£0.00**

**Bookings**

[New Booking](#)

DATE ^	DAY	TIME	LOCATION	COST	STATUS	ACTIONS
--------	-----	------	----------	------	--------	---------

This page is an overview of bookings/cancellations, payments/outstanding monies due. It lists all bookings, how much they cost and their status (i.e cancelled/unpaid/paid).

### To Check Availability -

Click on the New Booking button.

[New Booking](#)

You will then see the following with a list of available sessions below:

## Available Sessions

Choose the session(s) you'd like to book for your child.

 Jul 21, 2025 – Aug 7, 2026

 Days

 Session

The dates displayed state 'today's date to 07 Aug 2026' – you can change this by click in to the calendar box, then selecting the start date and end date you wish to see availability between. So if you come to this page and dates stated are only for today's date to the 08 Aug 2025, you will need to amend these dates to see availability in year 2025/2026.

You can reduce the list of available dates/sessions displayed by clicking on 'Days' and then selecting the days of the week you are looking for.

You can also reduce the list of available dates/sessions displayed by clicking on 'Session' and then selecting the session type you are looking for.

---


## To Book -

Please note Buy Extra Nursery Hours portal availability will change day to day as other parents' book/cancel sessions through the portal.

On the list of available dates/sessions, click in the tick box(s) to the left of the date(s)/session(s) you wish to book, and once all bookings selected, Click on the 'Book Selected Sessions' button at the top.

A window will open showing how many sessions you have selected, you cannot click on 'Confirm Booking' until you agree to the terms and conditions:

Confirm Booking

 You are booking 1 session

**Important Information**

- Your booked sessions will appear on your dashboard.
- You can cancel your session up to 4 weeks before the session date.
- Payment must be made at least 1 week before your booked session.

☐ I have read and agree to the terms & conditions  
You can [read the terms & conditions here](#).

Cancel

Confirm Booking

Then a confirmation window will open, advising how many sessions booked, click 'Done' to close.

**Please check all the bookings now appear in the list of bookings at the bottom of the Buy Extra Nursery Hours page, which you return to once clicked 'Done'.**