

Nursery Admissions Procedures

Nursery Entitlement

All children aged three and four are entitled to 15 hours a week free nursery education during school term times (38 weeks a year), from the term following their third birthday.

Age of Admission to a Nursery School

Parents who would like a nursery place for their child should get in touch with the preferred school when the child reaches the age of two.

The actual age at which a child can start will depend on the number of places available but will not be before the term after they turn three. In exceptional circumstances a child may start in the term they turn three.

Applying for a Place

Applications can be made by parents or carers with parental responsibilities who are residents of Wandsworth and professionals with parents' agreement. Application forms are available from the schools website or from the office.

How Decisions are Made

We will make decisions on applications for nursery places in accordance with the criteria and arrangements set out below. Children who attend the school's nursery class do not have priority for admission to the reception year as decisions on primary school admissions are taken separately.

Part-Time Places

Priority 1 Children with Special Educational or Complex Needs

Priority 2 Children looked after by the Local Authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order.

Priority 3 Children for whom it is deemed there is strong medical or social reason.

Priority 4 Children of working parents or parents who are studying.

Priority 5 Children of Staff

It is important that the Application Form is completed and all relevant information is provided to support your child's application. The information on the form will determine admission to the school.

Late Applications

Applications received after the closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers are made. Where a school is over-subscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Waiting List

We will maintain a waiting list. Any vacancy will be offered to the child at the top of the waiting list and must not be on a first-come-first-serve basis.

Top Up places

In the event of the nursery being under-subscribed, we will offer Top Up places at a cost of £15 per day.

Parents will be invited to apply for these places subject to the number of spaces that we have available.

In the unlikely event of being over subscribed for Top Up places. The following priorities will be considered in order.

1. Single parents/Carers in full time work.
2. Parents/Carers in full time work.
3. Children of Staff.

Payment

This needs to be in advance once we have agreed the extra sessions that you would like.

Children will need to bring a packed lunch with them (no sweets, nuts, chocolates, crisps or drinks please). We will provide drinks.

Fees must be paid for online or in the office and must be paid half-termly in advance.

Fees are non-refundable if your child is absent for any reason..