



SUNNYHILL PRIMARY SCHOOL

Nursery Admissions Policy

Sunnyhill Primary School manages its own Nursery admissions.

ELIGIBILITY

All 3 and 4 year olds are eligible for 15 hours' free early education per week until they reach compulsory school age. This is a Universal Entitlement, for all children, who become eligible at the start of the term, that follows their 3rd birthday.

Working parents of all 3 and 4 year olds are entitled to an additional 15 hours' early education per week until they reach compulsory school age. This is known as Extended Entitlement and is intended to support working parents with childcare costs, to enable them to return to work or work additional hours. Parents/carers who meet the criteria below will become eligible in the first term after their child's 3rd birthday.

Parent/carer are eligible to 30 hours' free childcare if they (and their partner, if they have one) are:

- In work, on parental leave, sick leave or annual leave
- Each earning at least the National Minimum Wage or Living Wage for 16 hours a week
- Have a taxable income below £100,000

To check if their eligibility for extended entitlement of 30hrs childcare, they can apply online through the Government's website: <https://www.gov.uk/apply-30-hours-free-childcare>. Eligibility for the additional funded hours is determined by HMRC through this online application and is immediate, but it can take up to 7 days. If parents/carers are eligible, they will get a childcare account and an 11-digit number called DERN code, which they have to provide on their application together with their National Insurance Number.

IMPORTANT: Parents/Carers must confirm their details every 3 months, otherwise the DERN code will expire and the 30hrs childcare eligibility will cease.

Our Nursery can accommodate 20x part-time places, morning (8.45am-11.45am) or afternoon (12.15pm-3.15pm) sessions from Monday to Friday (15hrs), and 15x full-time (30hrs) places. However, we will be flexible with the exact number of 15 and 30 hour places in order to meet the changing annual requirements of our community and the exact make-up of the Nursery class will be governed by the applications received.

Full-time places are defined as 8.45am until 3.15pm and part-time places are defined as:

- Morning Sessions: Monday to Friday, 8.45am until 11.45am OR
- Afternoon Sessions: Monday to Friday – 12.15pm until 3.15pm

APPLICATION

Nursery application forms are available from the school office or from the school website.

Parents are asked to return the completed application with supporting evidence confirming their child's identity, date of birth and address to the school office. Incomplete forms will not be processed. The deadline to apply for Nursery place is 31st March.

A child is able to start the Nursery from the start of the term following their third birthday.

The school will send out offer letters to parents/carers in May. Parent/carer must confirm acceptance of the place to the school within two weeks of receipt of the offer.

If the offer is not accepted and the school is not able to get hold of parent/carer, the school reserves the right to withdraw the offer and offer the place to another child.

Following acceptance of Nursery place at Sunnyhill Primary School, a home visit is arranged for the nursery team to visit the child at their home address. This will enable parents/carers to share information about their child which they feel will help the school to make the transition to Nursery a very positive experience. They will also be asked to fill out all the necessary paperwork.

Attendance at Nursery is not statutory but if a place is accepted, attendance is required unless the child is unwell. Absences of an unexplained nature will be reported to the Education Welfare Officer. The school reserves the right to withdraw a place if there are unnecessary, extended and unexplained absences.

IMPORTANT: children attending nursery do not transfer automatically to the main school. Parents have to apply separately for the primary school via Lambeth.

ADMISSIONS CRITERIA

Admission Criteria for the Nursery are the same as that used by Lambeth for admission to the main school. All applications are evaluated in accordance with the following admissions criteria:

Criterion 1: Looked After Children

Priority will be given to Looked After Children and previously Looked After Children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted. A looked after child means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers or who is the subject of a care order.

Criterion 2: Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission.

Criterion 3: Children with Documented Medical or Social Needs

Medical or Social Needs Children with professionally supported medical or social needs, whose application identifies a particular school that is especially able to meet that need.

Criterion 4: Children of staff at the school

Applications for children of staff at the school. A member of staff must be employed by the school as a teaching assistant or qualified teacher and this employment must have been for at least 3 years at the time of submitting the application

Criterion 5: Distance

Priority will be given on the basis of distance between the child’s home and the school, measured by walking distance.

IMPORTANT: All Nursery parents/carers will be asked to sign a Parental Declaration Form to indicate that we are the only provider they use for the free entitlement. If a parent /carer refuses to sign the form, the place will be withdrawn from the child.

WAITING LIST

A Nursery waiting list will be held of unsuccessful applicants until a place becomes available during the year. Late or in-year applications will be added to the waiting list. When a place becomes available, it will be allocated to the next child who meets the selection criteria and is next on the waiting list. We will contact the parent to offer the place.

ADDITIONAL HOURS

The school also offers additional ‘top up hours’ for families who do not qualify for the extended entitlement of 30 hrs but would like to extend their child day in Nursery to full day, from 8.45am-3.15pm. Request for additional hours’ form is available from the school office.

The current cost is £25 per session (am or pm), which has to be paid in advance. Non-payment will result in the place being withdrawn. A termination of the ‘top up hours’ agreement requires a two weeks’ notice in writing.

PLEASE NOTE: This means that you will also have to pay additional school dinners at a cost of £2.50 per day if your child stays full day or you will provide them with a packed lunch.

Date Reviewed:	Autumn 2023
Approved by:	Resources Committee
Adapted in:	Autumn 2019
Next Review:	