



FLOREAT WANDSWORTH PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY FOR ACADEMIC YEAR 2022/23

POLICY OWNER	Information and Governance Manager	MONITORING & EVALUATION BY	Information and Governance Manager
EXECUTIVE TEAM APPROVAL	Yes (through COO)	DATE APPROVED	N/A
RESPONSIBLE BODY	Trust Board	DATE APPROVED	05.10.2021
UNION CONSULTATION	N/A	DATE APPROVED	N/A
PERIOD FOR REVIEW	Annual	DATE OF NEXT REVIEW	Autumn 2022
POLICY TYPE	Public	PUBLICATION	School websites (following personalisation)

Key:

FEET: Free Early Education and childcare for two-year-olds

FEE: Free Early Education for three- and four-year-olds

GLF SCHOOLS
FLOREAT WANDSWORTH PRIMARY SCHOOL NURSERY ADMISSIONS POLICY
2022/23

1. Admissions Authority

1.1. The GLF Schools Trust is the admissions authority for all schools in the Trust including Floreat Wandsworth Primary School. This is inclusive of the school's nursery provision.

2. Definitions

2.1. Reference to a parent in this policy means a parent, carer or other individual with parental responsibility for a child for whom an admissions application is being made.

3. Nursery attendance and admission to reception

3.1. Please note, admission to the nursery at Floreat Wandsworth Primary School does not guarantee admission to Reception. Please refer to the school's admission policy for further information on application and admission to Reception: <http://www.FloreatWandsworthschool.org/88/admissions>.

4. Funding

4.1. All children aged between 3 and 4 years old are eligible for the universal entitlement of funded early education (FEE) that will provide 15 hours of nursery provision at Floreat Wandsworth Primary School during term time. This is referred to as "15 Hours Free Childcare". Children become eligible to receive the funding from the start of the period following their third birthday. These periods are set by the Department for Education rather than following school term dates:

Child born between	Can have funded place from
1 September to 31 December 2018	1 January 2022
1 January to 31 March 2019	1 April 2022
1 April to 31 August 2019	1 September 2022
1 September to 31 December 2019	1 January 2023
1 January to 31 March 2020	1 April 2023
1 April to 31 August 2020	1 September 2023
1 September to 31 December 2020	1 January 2024
1 January to 31 March 2021	1 April 2024

Further information on funded early education is available from [Early Education and Childcare Places \(ECP\) for 3- and 4-Year-Olds in Wandsworth | THRIVE Wandsworth](#)

4.2.

5. 30 Hour Funding

5.1. Some families are eligible for an extra 15 hours of free early education for those aged 3 and 4 years. This means that their entitlement will increase to a total of 30 hours per week during term time. This is referred to as "30 Hours Free Childcare". Further information on eligibility and how to apply is available from

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<https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=lx2kqEeShZs>

6. Free education and childcare for 2-year-olds

6.1. Free Education and Childcare (FEET) for 2-year-olds is available for up to 15 hours a week during term time for eligible families. Further information on eligibility and how to apply is available from

<https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/advice.page?id=EDI7XkjARVU>

7. Nursery sessions

7.1. The number of available nursery places varies each year according to a range of factors including staffing, space and the community need for funded hours. Floreat Wandsworth Primary School reserves the right to offer different sessions to those noted below.

7.2. From September 2022, we plan to operate as follows using funded hours and additional sessions.

	Nursery Sessions	Funding accessible	3-4 year olds not yet eligible for funding	2 year olds
15 Hours mornings only	5 Sessions Monday, Tuesday, Wednesday Thursday & Friday 8.30-11.30	Fee paying, FEET or Universal FEE 15Hrs	£120.00 per week	£150.00 per week
15 Hours afternoons only	Monday, Tuesday, Wednesday, Thursday & Friday 12.30-3.30	Fee paying, FEET or Universal FEE 15Hrs	£120.00per week	£150.00per week
15 hours beginning of the week	2.5 days - Monday & Tuesday 9.00am - 3:00pm - Wednesday morning 9.00am - 11:00am -	Fee paying, FEET or Universal FEE 15Hrs	£120.00 per week	£150.00per week
15 hours end of the week	2.5 days - 5 Sessions Wednesday afternoon 1.30pm - 3:30pm Thursday & Friday 9.00- 3:00pm	Fee paying, FEET or Universal FEE 15Hrs	£120.00 per week	£150.00 per week

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30 hours over the week	Mon, Tues, Thurs, Friday 8.30-3.30 Wednesday 8.30-11.00 Thursday, Friday 8.30-3.30	30-hour code, Universal FEE 15Hrs plus Fee paying 15Hrs or 30Hrs Fee Paying	£240.00	£300.00per week
Additional Hours	Wednesday 11.00- 3.30	Fee paying	£36.00	£45.00
School hot lunch	School lunch not included- please choose to bring a healthy packed lunch or pay for a school hot lunch at £2.30 daily	Free lunch may be available for Early Years Pupil Premium (EYPP)	£2.40 per day	£2.40 per day

8. How to apply

8.1. Parents wishing to apply for a place for initial entry in September 2022 must complete an application form and submit it directly to Floreat Wandsworth Primary School by 2022.

[Application Form Link](#)

8.2. If the school's Nursery is not full for September 2022 additional places may be offered for the Spring and or Summer Term(s).

9. Starting age

9.1. A child will be eligible for admission to the nursery at Floreat Wandsworth Primary School from the age of 2 years old.

10. Children with an education, health and care plan (EHCP)

10.1. Children with an education, health and care plan (EHCP) that names Floreat Wandsworth Primary School will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Floreat Wandsworth Primary School.

11. Prioritisation of places

11.1. Children will be ranked according to age groups as specified below. Where there is not sufficient places to offer all children a place according to their age group, children will be ranked according to the listed oversubscription criteria.

12. Nursery age group

Provision for 3-4-year-olds will be ranked according to the following age groups:

12.1.1. Children who have officially deferred entrance into Reception for 2022.

12.1.2. Children who will turn 4 years old between 1 September 2022 to 31 August 2023 (this is to give priority to older children who will be due to

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transfer to Reception in the next academic year/September 2023 and hence only have one year left to attend Nursery).

12.2. Provision for children who will turn 2 or 3 years old between 1 September 2022 and 31 August 2023 will be ranked as follows with the oldest by term having priority:

12.2.1. Two-year-olds who are eligible for funded early education and childcare.

12.2.2. Children who are two years old, subject to availability. At Floreat Wandsworth Primary School, a child can only start in the nursery once they have turned 2 years old.

12.3. Once children who will be 2 or 3 years old between 1 September 2022 and 31 August 2023 are placed on roll at Nursery, they will be automatically entitled to take up a funded entitlement place for 3 and 4-year-olds in our nursery to commence from September 2024. As a result, the number of available places for 3- and 4-year-olds in September 2024 will be reduced. Funded entitlement places for 3-4-year-olds are offered for the same hours as places previously accepted for those who will be 2 or 3 years old between 1 September 2022 and 31 August 2023. It is possible to request additional hours which are subject to availability and agreement.

13. Oversubscription Criteria

13.1. Where applications exceed the number of nursery age group places available in the nursery, the following oversubscription will be applied to rank the applications received.

13.2. Children will be ranked under each oversubscription criterion in order of the nearness of their home address to Floreat Wandsworth Primary School and will be allocated a place with the nearest having the highest priority. Nearness to the school is measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See **Section 17** for information on the definition of home address:

13.2.1. **First criterion: Looked after and previously looked after children.**
See **Section 14** for information relating to looked after and previously looked after children.

13.2.2. **Second criterion: Children who will have a sibling at the school.**
See **Section 15** for information relating to siblings.

13.2.3. **Third criterion: Children of staff.** See **Section 16** for information related to children of staff. Complete boxes on application form

13.2.4. **Fourth criterion: Any other children.** Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See **Section 17** for information on the definition of home address. See **Section 18** for information on tie breakers.

14. Looked after and previously looked after children

14.1. Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

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- 14.1.1. children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made;
 - 14.1.2. children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
 - 14.1.3. children who have been in state care outside of England and ceased to be in care as a result of being adopted.
- 14.2. Places will be allocated under this criterion when places are first offered at a school.

15. Siblings

- 15.1. A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.
- 15.2. A child will be given sibling priority if they have a sibling on roll at the nursery/school concerned and that sibling is still expected to be on roll at that nursery/school at the time of the child's admission.

16. Children of staff

- 16.1. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:
 - 16.1.1. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - 16.1.2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 16.2. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in-year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list

17. Home address

- 17.1. A child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child

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benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current nursery.

17.2. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System.

17.3. The address to be used for the initial allocation of places to nursery will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons for the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.

18. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

18.1. Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate/s for pupils to use. This is calculated using the Geographical Information System.

18.2. Where two or more children share priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

18.3. In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

19. Waiting lists

19.1. Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list. Length of time on any waiting list will not be taken into account when ranking nursery admission applications.

20. In-year admissions

20.1. The following applications will be treated as in-year admissions during 2022/23:

20.1.1. Applications for admission to nursery which are received after 1 September 2022;

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20.1.2. Where there are more applications than places available, each application will be ranked in accordance with the oversubscription criteria.

21. Providing false or misleading information

21.1. If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, Floreat Wandsworth Primary School reserves the right to withdraw any offer of a place, even if the child has already started at the school.

21.2. The final decision with regard to admission and the allocation of sessions will rest with the Trust Board.

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Appendix 1

SUPPLEMENTARY INFORMATION FORM

For applicants applying under the criterion of Children of Staff.

Applicants who wish to be considered for priority admission for Floreat Wandsworth Primary School under the criterion of Children of Staff must complete this form, **in addition to the usual application form.**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) They have a contract of employment with GLF Schools and
- 2) For school-based staff, either:
 - They are based permanently in the school; or
 - They work regularly within the school as part of their work across a cluster of schools
- 3) For central team staff:
 - The school is their named base within their employment contract; and
 - They work on the school site for a majority of their working time

Please complete all boxes in CAPITAL LETTERS

1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

2. Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	

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Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
E-mail	

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