



Our vision is ***to enable children to become lifelong learners by creating a safe and inclusive learning environment that nurtures individuality and enhances potential***

Our values:

-  ***We're imaginative*** - we're creative thinkers and doers
-  ***We're curious*** - we encourage inquisitiveness and risk taking
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## Nursery Admissions Policy September 2021

Reay Primary School has developed a policy for Nursery Admissions, as set out below. A copy of the admission procedures is attached herewith including a copy of the Provisional Additional Nursery Hours Charging Policy (September 2021) and a Nursery Application Form.

<b>Updated on:</b>	
<b>16<sup>th</sup> July 2019</b>	<b>Dates amended for 2020-2021</b>
<b>27<sup>th</sup> November 2019</b>	<b>Looked After Children's definition amended according to the advice from the Office of the Schools Adjudicator</b>
<b>16<sup>th</sup> January 2020</b>	<b>No changes, new policy ratified</b>

This policy is reviewed on an annual basis, or earlier if necessary.

<b>Date agreed by Pupil Welfare Committee/ Governing Body</b>  16 <sup>th</sup> January 2020	<b>Signature of Co-Chair or Vice Chair of Governing Body</b>  
<b>Date agreed for review</b>  By 28 <sup>th</sup> February 2021	<b>Frequency of Review</b>  Annual/ <del>Bi-annual</del> /3-year cycle
<b>Responsibility for Review</b>  Pupil Welfare Committee /Headteacher	

## **Introduction**

As a Foundation School, the Governing Body of Reay Primary School determines and implements its own admissions arrangements. Details of our Admissions criteria can be found below, and details of waiting lists can be obtained directly from the school office.

The school is responsible for admissions to its three nursery classes (full time, morning and afternoon). This policy will be used to determine admissions to the nursery classes. As parents/carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions, we have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

## **Non denominational policy of the nursery**

The nursery is non-denominational. We respect and welcome children and parents of all religious faiths and beliefs.

## **Our equal opportunities policy**

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our nursery.

## **School Tours and Induction Mornings**

Prospective parents can make an appointment to attend a tour of the school during the academic year. These tours take place once a term. Parents to whom offers have been made will subsequently be invited with their child to attend an Induction Morning before the child is due to start in the Nursery.

## **Provision**

All three and four year olds are currently entitled to 15 hours free early education per week, for 38 weeks per year during term time. At Reay School, this is currently offered on part time basis as 5 x 3 hour sessions per week and full time basis as 5 x 6.5 hours sessions.

The admission number is set taking into consideration the staffing levels and physical limitation of the space available at the Early Years setting. The maximum admissions number at Reay Nursery is 40 (30 full time equivalent).

## **Starting Nursery**

All children will be admitted in September as the school is operating a single point of entry.

A child can be considered for a place in nursery class from the start of the term following their third birthday. A Nursery place will normally be for the three terms prior to entry into Reception.

The starting date will be the week following the main school opening date to allow for home visits during the first week.

## **Applying for a place**

If you would like your child to attend the Reay nursery, you must complete an application form and bring it to the school office with your child's original birth certificate and your proof of residence

(either a recent - less than 6 months old - council tax, child tax credit or child benefit letter). You can apply for admission any time after your child's second birthday. Application forms are available for collection from the school office, via email [admin@reay.lambeth.sch.uk](mailto:admin@reay.lambeth.sch.uk) or they can be downloaded from our school website [www.reay.lambeth.sch.uk](http://www.reay.lambeth.sch.uk). The closing date for applications is 30<sup>th</sup> April.

### **Allocation of places**

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria (please see below). Once the applications are prioritised and compared to the number of places available it is possible to determine who will be offered a place.

### **Notification of a place**

Notifications will be sent out to parents by mid June. If your child is offered a place, you must confirm your acceptance to the school within two weeks of receipt of the offer otherwise the school will offer the place to another child. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the head teacher.

### **Admission Criteria**

Applications will be considered in accordance with the following criteria, set out in priority order in the case of over-subscription.

#### **1 Looked after children and previously looked after children.**

A **'looked after child'** is a child who is, at the time of making an application to the school is

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions.

**'Previously looked after' children** are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- b) became subject to a child arrangements order, or
- c) became subject to a special guardianship order

#### **2 Children with a sibling who already attends the school, and would not have left the school at the time of admission.**

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

#### **3 Children with a professionally supported medical or social need that the school is especially able to meet.**

Admissions decisions will be taken by Lambeth's Children and Young People's Service (CYPS) in consultation with the Head teacher and the Governors. Letters from an appropriate professional must support these applications although these will not always be conclusive.

#### **4 Children of members of permanent staff who are directly employed by the Governing Body of the school and will still be at the time of the child's entry to the school.**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where 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
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.”

## 5 Distance

Priority will be given on the **basis of distance between the child’s home and the school, measured by a straight line.** The child’s home address will be the child’s permanent home address and will not be the address of a relative or carer, unless they have legal custody of the child. Applications should only be made from a single address.

### Full time, Morning or Afternoon Preference

Applications will need to state a preference for a morning, afternoon, Extended Entitlement full time or fee paying full time place. Where a preference has been stated the criteria above will be applied allocating a preference wherever possible. The alternate session will be offered if first choice is not available.

Parents/carers who are applying for Extended Entitlement full time place are asked to provide evidence when they are applying for a place and again when they have been offered a place.

Governors reserve the right after the acceptance of a place, to confer with other schools and providers to ensure that parents/carers are not holding a place at more than one school. In such a case, parents/carers will be asked to nominate the school of their choice within 48 hours.

We will ask all Nursery parents/carers to sign a Parental Declaration Form to indicate that we are the only provider you use for the free entitlement (15 hours/week). If a parent/carers refuses to sign the form, the place will be withdrawn from the child.

### Allocation of Full time places

We offer full-time 30 hour Extended Entitlement (free to qualifying parents/carers) and fee paying places (first 15 hours per week are free to parents/carers).

The eligibility for the Extended Entitlement will be determined by HMRC as follows:

- All parents/carers (whether two-parent family or lone parent) are working and earning the equivalent of Living Wage (includes income received from Tax Credit or Universal Credit)
- Neither parent’s income exceeds £100,000 and/or
- One/both parent/s is/are temporarily away from the workplace on parental, maternity or paternity leave
- One/both parent/s is/are temporarily away from the workplace on adoption leave
- One/both parent/s is/are temporarily away from the workplace on Statutory sick pay
- One parent is employed and the other parent has a disability or is incapacitated based on specific benefits
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed

An online form developed by HMRC must be completed at home or at any Children’s Centre and the registration number supplied to the school

It is important to stress that parents have no right to a full-time place and the school will determine which children are eligible, based on information provided and evidence gathered from parents/carers, home visits or other sources. Parents/carers have no right of appeal if they are not allocated a place by the school.

When allocating fee paying full time places the Nursery admissions criteria (above) will be applied. Nursery fees will need to be paid monthly in advance (please see Additional Nursery Hours Charging Policy).

## **Late applications**

If an application is received after the deadlines set above, the child's application will be seen by the Admissions Committee within 6 weeks of the application. If a place is available, an offer will be made. Otherwise the child will be placed on our waiting list.

## **Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria.

This means that a waiting list may change as new applications for places are received and a child who has been on the waiting list for some time may drop down the list when a new applicant is added.

Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the child reaches Reception class age.

## **Applying for a Place in Reception**

Reception places are allocated according to the local authority's (Lambeth) co-ordinated admissions scheme as outlined in their Admission Handbook published annually. Admission to our nursery class **does not** constitute any right of entry to Reception. Those wishing to apply for a Reception place will need to complete a Common Application Form for Lambeth by the deadline (normally by mid January).



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## Provisional Additional Nursery Hours Charging Policy

September 2021

<p><b>Date agreed by <del>Pupil Welfare Committee/</del> Governing Body</b></p> <p>16<sup>th</sup> January 2020</p>	<p><b>Signature of Co-Chair or Vice Chair of Governing Body</b></p>
<p><b>Date agreed for review</b></p> <p>By 28<sup>th</sup> February 2021</p>	<p><b>Frequency of Review</b></p> <p>Annual/<del>Bi-annual/3-year cycle</del></p>
<p><b>Responsibility for Review</b></p> <p>Pupil Welfare Committee /Headteacher</p>	

The Headteacher reviews this policy annually and considers any amendments in light of the annual finding and reports to the Pupil Welfare Committee, who will report the outcome of any changes to the full governing body annually, or earlier if considered necessary.

This charging policy is a provisional one due to possible fee increases, and will **take effect from 1<sup>st</sup> September 2021**.

Fee paying hours (additional hours), in addition to the 3 hours/day (15 hours/week) free Nursery entitlement, will be offered in 3.5 hours/day (17.5 hours/week) terms only. There is no flexible allocation available.

The following provisional charges will be levied for additional hours over the entitlement of 3 hours/day at the following rates:

1. £7.14 per hour for the first child in the family (£25/ day, £125/week).
2. A 25% discount of the hourly rate will apply for each sibling. Siblings will be charged £5.36/hour (£18.75)/day, £93.71/week).
3. School lunches will be charged at \*£2.40/day/child (£11.50/week) for all children not eligible for Free School Meals. No sibling discount available.
4. Late pick-ups will be charged an additional £5.00 for every 15 minutes, or part thereof, after the Nursery sessions finishing time. This charge must be paid within 24 hours and is separate from any other payments.

5. Absences, including time off for sickness, will be charged at the full rate. Only in exceptional circumstances would charges be waived for non-attendance. The school reserves the right to make a decision on the level of charge in such circumstances.
6. Children must not attend the Nursery if they are unwell with a temperature, diarrhoea, vomiting or any other infectious illness. Children with diarrhoea or vomiting should not return to the Nursery until they have been well for 48 hours. Please let the school know if your child has these symptoms.
7. One month's notice must be given to withdraw any additional hours offered. Notice extends to both the parents/carers and the school. Cancellations without notice will require all outstanding Nursery fees and the one month's notice Nursery fees to be paid.
8. Failure by parent/carer to pay for additional hours will result in the additional hours being withdrawn immediately. On no account will charges for childcare be allowed to accumulate for more than a 2 week period.
9. Additional hours will be calculated on a cumulative basis over a monthly period and must be paid for at least 1 month in advance.
10. Preferred payment method is a bank transfer by direct debit. Cash and cheque payments will need to be agreed separately.
11. An enrolment fee of £250 is required to secure a place for each child. This fee is non-refundable if the place is not taken up, is cancelled by parent/carer, your child leaves the Nursery within a period of 6 months or no monthly payments are received on time.
12. Childcare vouchers can be accepted as payment for additional hours.
13. These charges are **provisional** for the academic year 2021-22. Final charges will be agreed in Summer term 2021 by the schools Governing Board.



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## NURSERY APPLICATION FORM

DATE DUE
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**Applying for:** 30 Hours Free Full time place  Top Up Full time place   
Morning place (with lunch)  Afternoon place   
(8:55am – 12noon) (12.30 – 3.30pm)

PLEASE NOTE; If selecting a morning only or full time place, lunch at school is part of that session and is supplied if entitled to Free School Meals, and charged \*£2.40/day if not (\*2019-20 price, subject to annual increase)

### DETAILS OF CHILD:

SURNAME .....

OTHER NAME/S .....

GENDER ..... DATE OF BIRTH .....

ADDRESS .....

..... POSTCODE .....

Has the child got a sibling at Reay School? YES/NO  
Is the child Looked After (i.e in the care of a local authority or fostered/adopted)? YES/NO  
Is the child recommended for a full time place by a TAC locality or disability panel? YES/NO  
Is the parent/carer entitled to receive Income Support, Child Tax Credit,  
Unemployment Benefit or Pensions Credits? YES/NO  
Is the child entitled to apply for 30 hours free (criteria enclosed) YES/NO  
Does the child have Special Educational Needs (SEN)? YES/NO  
Does the child have a full Statement of SEN? YES/NO  
Does the child have particular health/medical needs? YES/NO

If Yes, please give details:

.....  
.....

If you answered **YES** to any of the above, you must provide **further information** together with all **relevant supporting documentation**.

If you are applying for a 30 hours free childcare place please provide us with the following information:

Surname of Parent/Carer \_\_\_\_\_ NI or NASS number \_\_\_\_\_

Date of birth of Parent/Carer \_\_\_\_\_

**DETAILS OF PARENTS/CARERS:**

NAME OF 1<sup>st</sup> PARENT /CARER

NAME OF 2<sup>nd</sup> PARENT /CARER

.....

TELEPHONE NUMBER/S .....

EMAIL/S .....

**OTHER CHILDREN IN FAMILY:**

FULL NAME

DATE OF BIRTH

SCHOOL ATTENDING

.....

.....

.....

**BOROUGH OF RESIDENCE:** .....

**SIGNATURE OF PARENT/CARER:** ..... **DATE** .....

**For office use only:**

Birth Certificate Seen: Yes/No Seen by Date:

Proof of Residence Seen: Yes/No Seen by Date:

(A recent child benefit, child tax credit or council tax letter)