

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### **Admissions Policy**

At the Federation of Kintore Way Nursery School and Children's Centre & The Grove Nursery School we offer places for children aged from two to five years.

If you would like a place at either school, you can pick up an application form from the relevant school office. Forms can be emailed on request, or apply online by visiting the relevant school website:

- [www.grovenurseryschool.co.uk](http://www.grovenurseryschool.co.uk)
- [www.kintoreway.com](http://www.kintoreway.com)

We recommend you book a tour to visit either of our wonderful nursery schools or both if you wish.

For application forms or to book a tour please contact the relevant school:

- The Grove Nursery School – [office@grove.southwark.sch.uk](mailto:office@grove.southwark.sch.uk)
- Kintore Way Nursery School and Children's Centre – [office@kintoreway.southwark.sch.uk](mailto:office@kintoreway.southwark.sch.uk)

This policy sets out the process and criteria for admissions to the 2 year old provision and the 3-5 nursery school provision. Please note, for The Grove, although the admissions criteria is different for the different aged children they share the same learning environment.

### **Admissions for 2 Year olds**

#### **Eligibility**

2 year olds are entitled to a free 15 hour place if they live in Southwark and are in receipt of one of the following;

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- Child Tax Credits, Working Tax Credit (or both) and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local authority
  - they have an education, health and care (EHC) plan
  - they get [Disability Living Allowance](#)
  - they've left care under a special guardianship order, child arrangements order or adoption order.
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### **If you're a non-UK citizen who cannot claim benefits**

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £34,500 for families within London with one child
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

The school **must** be provided with an eligible code prior to starting the nursery school this can be a copy of the email, or a screenshot of text provided by Southwark

### **Admission into the 2 year old provision**

Applications are considered by the Senior Leadership Team, who offer places with particular consideration given to:

1. A Looked-after child, a previously looked after child, an adopted child or a child subject to a residence or special guardianship order
2. Children who are subject to a child protection plan
3. Children with an Education Health and Care Plan naming the School
4. Children where there are exceptional social, educational, medical needs which are supported with a report or letter from a professional e.g. social worker, health visitor, doctor, hospital consultant, or education and child professional.
5. Children who will have a sibling attending the nursery school at the time of admission (includes half and step brothers and sisters)
6. Children living nearest to the nursery school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.
7. Children whose parents are in a permanent or fixed term post at either Kintore Way Nursery School and Children's Centre or the Grove Nursery School.

### **Admission into the 3-5 nursery school provision**

All children are entitled to 15 hours of free nursery provision from the term following their third birthday. Some children who meet a specific criteria are eligible for 30 hours free childcare.

If a child does not already attend the nursery school, they may be placed on the waiting list at the age of 2 years by completing an application form. Admission into the 3-5's from the term following their third birthday. Children who are eligible for the free education and childcare for 2 year olds and have a valid code, can start the 3-5's provision once they turn 3, if the school is not oversubscribed. Children who reside in the London Borough of Southwark are given priority over those who are outside the borough. Applications are assessed by the Senior Leadership team, who offer places with particular consideration given to:

1. A Looked-after child, a previously looked after child, an adopted child or a child subject to a residence or special guardianship order
  2. Children who are subject to a child protection plan
  3. Children with an Education Health and Care Plan naming the School
  4. Children where there are exceptional social, educational, medical needs which are supported with a report or letter from a professional e.g. social worker, health visitor, doctor, hospital consultant, or education and child professional.
  5. Children who have attended the 2 year old provision
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6. Children who will have a sibling attending the nursery school at the time of admission (includes half and step brothers and sisters)
7. Children living nearest to the nursery school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.
8. Children whose parents are in a permanent or fixed term post at either Kintore Way Nursery School and Children's Centre or the Grove Nursery School.

### **30 Hours Free Childcare**

The 3-5's offer 30 hours of free childcare for families who meet the eligibility criteria.

The child's parent must apply for the additional free hours through the Government's online Childcare Service. Eligibility for the additional free hours is determined by HMRC through this online application. Then the school will have to check the eligibility with Southwark using the 30 hours eligibility code. This has to be verified termly. To see if you are eligible and to apply for the code please visit the website below.

<https://www.gov.uk/30-hours-free-childcare>

### **Additional hours and 'top up'**

If parents require additional hours outside of the free 15 hours entitlement these can be provided at an additional cost. This is sometimes referred to as 'top up'. The aim of providing this service is to support working or studying families.

Additional hours outside of the free entitlement will be allocated under the following criteria:

1. Children with a Local Authority funded place
2. Children whose parents are working or studying
3. Families working and in receipt of working tax credit
4. Both parents/single parent family in full-time work
5. Both parents/single parent family studying with a funded childcare place
6. One parent in full-time work
7. One parent studying with a funded childcare place
8. Children of staff.

For children to access additional hours outside of their free entitlement they need to be able to manage the 15 hours at nursery. Children's emotional well-being is our priority.

We have the right to withdraw 'top up' hours if arrears are accrued or the additional hours are impacting on the child's well-being.

### **Admission to extended services**

Places are available for extended day services within the Nursery School, which include Breakfast Club, After School Club and some school holiday provision.

Priority for Breakfast and After School Club is given to:

- Children within vulnerable households (safeguarding)
  - Children whose parents are working or studying full-time
  - By order of application
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Children need to have settled into their 15 hour or 30 hour nursery place before being able to access additional hours. Children do not start extended services until they are settled. Every child is different and the length of time it takes a child to settle can vary.

Extended services are not available for parents who are in arrears with any school fees and we have the right to withdraw the place if arrears are accrued.

### **Contracts**

Parents/carers wishing to pay for additional hours will be required to sign a contract prior to their child starting any additional hours.

### **Admission to extended services.**

Places are available for extended day services within the Nursery School, which include Breakfast Club, After School Club and some school holiday provision.

Priority for Breakfast and After School Club is given to:

- Children within vulnerable households (safeguarding)
- Children whose parents are working or studying full-time
- By order of application

### **Special Educational Needs and Disabilities**

All Children receive their free 15 hours entitlement. For children who require additional support the Local Authority provides additional funding through the statutory assessment process. Children with an Education and Health Care (EHC) Plan receive funding inline with their free entitlement. Children with a 30 hour code and an EHC Plan receive additional funding for 30 hours.

### **Outbreak of a Communicable Disease**

If there is outbreak of a communicable disease and either school is instructed to close and are only able to offer a reduced service we will prioritise the following;

- Children of critical workers
- Children with an allocated social worker
- Children with a finalised EHCP or EHCP in process
- Children identified as vulnerable (Early Help etc.)

We will aim to provide nursery provision for parents who have indicated that they would like their children to return to Nursery as best as we can however, if we are oversubscribed we will use the following criteria;

- Children whose parents are returning to work and cannot work from home
- Children who are transferring to primary school in September
- Children aged 3
- Children aged 2

### **Reduced Service due to Staff Shortages**

If we have to reduce services due to staff shortages we will prioritise the following;

- Children of critical workers
  - Children with an allocated social worker
  - Fee –paying children
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- Children with a 30 hour code
- Children where families are working and have no alternative childcare arrangements.

# **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

**Policy Name**

**Admissions Policy**

**Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on**

Tuesday 29<sup>th</sup> November 2022

**Name of Governing Body Representative**

Fayola Duncan

**Signature of Governing Body Representative**



**Name of Executive Headteacher**

Rebecca Sherwood

**Signature of Headteacher**



**Date signed** 29<sup>th</sup> November 2022

**Date to be reviewed: Autumn 2023**

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