

## 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 four 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, once your child has turned one.

Please remember, it is not 'first come, first served'. Applying early does not mean you will be given priority of a place over those families who apply later.

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)

Applications for the September, need to be submitted before the end of the Spring Term (Easter Holidays). Applications for January need to be submitted before the end of the Summer Term (Summer Holidays). Please note, late applications will be considered if there are spaces and according to the admissions criteria.

This policy sets out the process and criteria for admissions to the 2 year old provision and the 3-4 nursery school provision. Please note, for The Grove, children share the same learning environment.

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.

**Please note:** Children can only have a nursery place in one nursery school. You cannot take a morning place in one school and an afternoon place in another. If you are offered a nursery place, your child must attend regularly. If they do not attend for a prolonged period of time, they risk losing their place.

### Admissions for 2 Year olds

2 year olds are entitled to a free 15 hour place if they have a valid 2 year old code.

### Admission into the 3-4 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.

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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. Children who are eligible for the free education and childcare for 2 year olds and have a valid code, can start the 3-4's provision once they turn 3, if the school is not oversubscribed and the child can manage an earlier transition.

### **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 after tax must be no more than:

- £26,500 for families outside London with one child
- £34,500 for families within London with one child

**Admission into Nursery:** 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 and following consultation, the school has been named
4. Children who have a valid 15 or 30 hour code
5. Children who will have a sibling attending the nursery at the time of entry (includes half and step brothers and sisters)
6. Children living nearest to the nursery school as measured in walking distance using Google Maps for calculating distances and residing in the London Borough of Southwark
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
8. All other children.

Please note, this is the criteria used if we are oversubscribed.

### **30 Hours Free Childcare**

The Nursery offers 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**

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

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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 'additional hours' if arrears are accrued or the additional hours are impacting on the child's well-being.

### **Contracts**

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

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

For children who require additional support, the Local Authority provides additional funding through the statutory assessment process, either a SENDIF application or a Education and Health Care (EHC) Plan.

### **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
- 2YO with a working parent code
- Children with a 30 hour code
- Children where families are working and have no alternative childcare arrangements.

### **Withdrawing a place**

An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.

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Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh.

A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

# **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**

**11<sup>th</sup> December 2025**

**Name of Governing Body Representative**

Robert Weir

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**Signature of Governing Body Representative**



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**Signature of Headteacher**



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**Date signed 11<sup>th</sup> December 2025**

**Date to be reviewed: Autumn 2026**

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