

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

Admissions Policy and Annual Admission Arrangements

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
- 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
- Kintore Way Nursery School and Children's Centre – office@kintoreway.southwark.sch.uk

Applications for September entry should be submitted before the end of the Spring Term (Easter holidays). Applications for January entry should be submitted before the end of the Summer Term. Late applications will be considered where places remain available and in accordance with the admissions criteria.

This policy sets out the process, arrangements and criteria for admissions to the 2 year old provision and the 3-4 nursery school provision

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.

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 within the London Borough of Southwark who reside nearest to the nursery school. Distance will be measured from the child's home address to the main entrance of the nursery school using the shortest safe walking route calculated through Google Maps.
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.

Waiting List Arrangements

Where applications exceed the number of places available, unsuccessful applicants will be placed on a waiting list. The waiting list will be maintained in accordance with the oversubscription criteria set out in this policy and not according to the date of application. A child's position on the waiting list may change if circumstances change or if higher-priority applications are received.

Tie-Break

Where two or more applicants have equal priority under the admissions criteria and there are insufficient places available, priority will be given to the child living closest to the nursery school. Where distance is identical, an independently supervised random allocation process will be used.

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 or 30 hour 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.

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
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- 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.

Places Available

The number of places available in the 2-year-old provision and the 3–4-year-old provision will be determined annually by the Governing Body, taking account of accommodation, staffing levels, health and safety requirements, and the needs of children attending the nursery.

Kintore Way currently offers:

- 10 places for eligible 2-year-old children accessing 30 hours provision.
- 30 places for eligible 2-year-old children accessing 15 hours provision.
- 24 places for children aged 3–4 accessing 30 hours provision.
- 28 places for children aged 3–4 accessing 15 hours provision.

The Grove Nursery School

At The Grove Nursery School, children aged 2–4 learn together within a shared learning environment.

The Grove currently offers:

- 15 full-time equivalent places for eligible 2-year-old children, with a maximum of 10 full-time places available.
- 45 full-time equivalent places for children aged 3–4, with a maximum of 24 places available for children accessing 30 hours provision.

These numbers are intended as a guide and may be adjusted in response to local demand, staffing capacity and the needs of individual children. Where there is a higher level of demand, the Governing Body will consider increasing capacity, subject to the availability of appropriate staffing, accommodation and resources, to ensure that provision remains safe and of a high quality.

These numbers are intended as a guide and may be adjusted in response to local demand, staffing

Places will be allocated in accordance with the admissions criteria set out in this policy.

Specialty Gathered Provision (Mountain Room)

Mountain Room is a specialist provision for children with complex Special Educational Needs and Disabilities (SEND).

Admissions to the Mountain Room are determined through a multi-agency panel process and are not allocated through the nursery's standard admissions procedures.

The panel includes representatives from the Local Authority and relevant professionals who consider referrals and supporting evidence. As this is currently a pilot provision, admissions are determined by the complexity and level of a child's SEND needs and an assessment of whether the provision is able to meet those needs appropriately.

Placement decisions are made by the panel, taking account of available places, the child's identified needs and the suitability of the provision. Attendance at either nursery school does not automatically confer priority for a place within the Mountain Room.

This provision is subject to ongoing review as part of the pilot programme.

Mountain Room offers 6 morning spaces and 6 afternoon spaces. This provision does not offer 30 hours of full time provision.

Allocation of Places

Parents will be notified in writing of the outcome of their application. Offers must be accepted within the timescale specified in the offer letter. Failure to respond may result in the offer being withdrawn and the place offered to another child.

Applications Outside Normal Admission Rounds

Applications received after the published deadlines or during the academic year will be considered as vacancies arise. Where places are available, children may be admitted during the term, provided they are able to start before the relevant census date.

For the 2026–2027 academic year, the school census dates are:

Autumn Census: 1 October 2026

Spring Census: 14 January 2027

Summer Census: 20 May 2027

Applications received after the relevant census date may be deferred to the following term where appropriate.

Starting Nursery

Children will normally be admitted at the beginning of the Autumn, Spring or Summer term, subject to availability. Start dates may be staggered to support children's successful transition into nursery.

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.

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.

Appeals / Complaints Procedure

There is no statutory right of appeal in respect of nursery admissions.

Parents who are dissatisfied with an admissions decision may request a review of the decision by writing to the Executive Headteacher. Complaints will be considered in accordance with the school's complaints procedure.

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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

11th December 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed 11th December 2025

Date to be reviewed: Autumn 2026


