North Westminster Federation

Working Together to Grow Our Future

Nursery Admission Policy

Contents

Aims 2

Overview of provision 2

Nursery places 2

Number of places 2

3 and 4 Year Old Nursery Provision 2

2 Year Old Nursery Provision at Hallfield Primary School 3

Appeals Process 5

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Aims

The policy aims to ensure the criteria for admission into the North Westminster Federation (NWF) Nurseries are clearly established and that the procedures to be followed are identified. It is important to understand that because this is a non-statutory phase of education, admission to a school nursery class is outside of the statutory framework for admissions. Responsibility for admissions into the NWF Nurseries is the responsibility of the Governing Board.

Overview of provision

Essendine and Hallfield Primary Schools are local authority maintained primary schools offering education to pupils aged from 2 to 11 years old. For children aged 2 to 4, we offer high quality early years education within our nurseries, where children experience a wealth of rich learning activities both indoors and outside. Our nurseries are staffed by fully qualified teachers and Nursery Nurses in accordance with the statutory requirements as set out in the Early Years Foundation Stage Guidance.

Nursery places

Children aged between 3 to 4 years are eligible to attend our nursery provision the term after a child's 3rd birthday on a fulltime basis, daily from 8:55am until 3:30pm. Typically this will be in September, January or April.

At Hallfield Primary school, for those children aged 2 years old, we offer part-time provision of 15 hours a week over 5 days, the term after a child's 2nd birthday. Typically this will be in September, January or April. This will be either a morning session staring at 8:40am and finishing at 11:40am or an afternoon session starting at 12.30pm and finishing at 3.30pm.

All Nursery provision is on offer during term time only.

Number of places

Essendine Primary School offers 30 nursery places for children aged between 3 to 4 years of age on either a full or part time basis.

Hallfield Primary School offers 26 nursery places for children aged between 3 to 4 years of age on either a full or part time basis. For children aged 2 years old, the school offers a maximum of 20 funded or paid places in both the morning and afternoon sessions.

3 and 4 Year Old Nursery Provision

Allocation of places

Places in the NWF nurseries for 3 and 4 year olds, are allocated at the beginning of every term and all children will have equal access to these places.

Where oversubscription occurs, places will be allocated in accordance with the following oversubscription criteria:

1. Children in the care of the local authority (looked after and previously looked after children).
2. Children with compelling medical or other exceptional reasons for attending nursery.
3. Children with a Her Majesty's Revenue and Customs (HMRC) code.

4. Children in currently accessing our 2 year old provision (for Hallfield only).
5. Children whose older brother or sister attends the school. If it should be necessary to decide between children within this group, places will be given to those whose registration was received first.
6. Children who live closest to the selected school based upon the shortest walking distance.
7. Children who live in the borough of Westminster.
8. Any other children, with places being given to those whose registration was received first.

Admission into one of our Reception classes is completed centrally following Westminster's Admissions Policy and procedures. Attendance at the federation Nurseries does not mean that an automatic place in the main school will be offered.

Further information regarding admissions into Reception can be found at www.westminster.gov.uk/admissions or by contacting Schools Admissions on telephone: 020 7745 6432 / 6433 / 6434 or via email: schooladmissions@westminster.gov.uk.

Applying for a place in the 3 and 4 year old provision
You can apply for a place by downloading the application form from the school website at: http://www.hallfieldschool.org.uk/admissions/ or https://www.essendine.org.uk/admissions/or by visiting the individual school in person and requesting a form. Applications can be made at any point during the year.

As part of the application process, all parents seeking a place in the 3 and 4 year old provision will be required to complete an eligibility check to determine your eligibility for either of the government's childcare support schemes: tax-free Childcare and 30 hours free childcare. This will not determine whether you are offered a place at our nurseries, but will enable you, and potentially the school, to access additional financial support. If you are eligible, further checks will need to be completed at the beginning of every new term to ensure you remain eligible. Further information regarding childcare support can be found at https://childcare-support.tax.service.gov.uk/.

Once the eligibility check is completed and the admission form is returned to the school, it will be processed and you will be contacted by the school within a week of the application being received. If there are no available places at the time, you will be offered the opportunity to be placed on a waiting list.

2 Year Old Nursery Provision at Hallfield Primary School

Allocation of fully funded places for 2 Year Olds (15 hours)

From April 2024, **eligible working parents** of 2-year-olds will be able to access 15 hours childcare support. You need to meet the eligibility criteria before you can claim 15 hours free childcare.

Additionally, your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- 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, 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)

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of special education needs (SEND) or an education health and care plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

Once a child is in the 2 year old provision, they will be able to stay in this provision until a place becomes available in the 3 and 4 year old provision, the term after their 3rd birthday.

Applying for a place in the 2 year old provision

a) For eligible working parents, you apply online here on Gov.uk to obtain the code which you then give to the school office with a completed admission form. More detailed information about this new entitlement can be found in our website.

b) Applications for a benefit related free place are made via the Westminster City Council online portal which can be found at: https://2yo.westminster.gov.uk/2yo/. Applications can be made in advance when your child is 20 months old. It can take a few weeks to process applications. If your application has been successful, you will be notified by the council and receive a ticket which enables you to register a nursery within Westminster.

Preadmission arrangements

We recognise that the transition from home to school needs to be handled with a positive regard for all children and their parents/carers. We appreciate every child is an individual in this process and recognise that they will have a differing level of need. We encourage families to work in partnership with the nursery team during this time and to continue to build on this relationship as your child progresses through the Early Years. At all stages of the transition process, staff will consult with parents to ensure that your child's needs are being met in the best possible way to enable them to happily settle into our nursery.

Once you have been offered a place in our nursery, all families are invited into school to meet with a member of the school admission team to complete an enrolment form. A suitable date for a home visit will also be arranged at this meeting.

All families will have a home visit by members of the nursery team before your child starts school. This is a valuable opportunity for families to share information about your child and find out more information from the staff about starting school. During this meeting, a start date and settling in procedures will also be discussed.

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to a nursery class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Head of School or Executive Headteacher.