



Brindishe  
Federation

# Brindishe Federation

## Nursery Admissions Procedure

Document status	
Author	
Creation	Autumn 2021
Version	1
Reason for review	Yearly
Date of next review	Autumn 2022
Approval Body	Board of Governors
Publication approval	September 2022
Purpose	To ensure that children attend school regularly
Supporting Documents	

## Admissions Information

### Applying for a place in a nursery class at Brindishe Green or Brindishe Manor.

Please note Brindishe Lee does NOT have a nursery class.

### How and when can I apply for a place in the nursery?

The nursery takes in children aged 3 and 4 years. You can apply for a place after your child has had their second birthday. Children may start in the nursery after the age of 3 years.

You can download a form from the website or collect an application form from the school any day from Monday to Friday between 9.00 a.m. and 4.00 p.m.

### Does applying early help my child to get a place at Brindishe Green or Brindishe Manor schools?

Places are not given on a "first come first served" basis. As long as you have registered in time your application will be considered along with all of the others.

### How many places are available?

At **Brindishe Green**, places at our Nursery are for either 30 or 15 funded hours per week Monday to Friday. 15 hour places are morning sessions from 9.00am to 12.00noon. 30 hour places are full day from 9.00am to 3.00pm.

At **Brindishe Manor**, places at our Nursery are for either 30 or 15 funded hours per week Monday to Friday. 15 hour places are morning sessions from 9.00am to 12.00noon. 30 hour places are full day from 9.00am to 3.00pm.

### Can I apply to more than one nursery?

Yes. You can apply to any nursery in your local area. You can make multiple applications. However, you can only take up one free nursery place of 15 a week-you will need to pay for the additional place if you have your child in more than one nursery

If you are entitled to 30 hours, these can be split across 2 sites

### Can I pay for additional hours at a Brindishe nursery?

You are not required to pay for any hours attended as part of the 15 or 30 hours' entitlement. Payment for this is claimed directly from Lewisham Local Authority providing parents complete the appropriate termly funding forms for 30hrs.

At **Brindishe Green**, only the free 15 or 30 hours' entitlement will be offered

At **Brindishe Manor**, you can request additional hours, these will be charged hours – For children who do not receive any funding, use all their funding elsewhere or who wish to attend more than the 15 hours funding entitlement, we charge £5.40 per hour (£81 per week).

The school will only offer 15 additional hours, no more or no less, taking a nursery place from 15 hours to 30 hours.

Invoices are issued half termly with payment required the week prior to the half term starting. This can be by childcare voucher or through the parent portal. Our hourly rate is the same for all families whether or not they are claiming 15 or 30 hours funding entitlement.

Fees are still payable where a child does not attend their session.

## **How does my child get a place in the nursery?**

Nursery education is not compulsory. It is non - statutory. Nursery places are in great demand. Not all of Lewisham's children get a nursery place in a school. Over half attend private or voluntary sector provision.

The Headteacher, in conjunction with Lewisham Education and the Director of Children and Young Peoples' Services, allocates places and decisions are made to give priority in the following order:

a) To children in public care. A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).

b) To children with an exceptional medical or social need for this particular school. There is discretion to admit a child who would not otherwise qualify for admission if they, or their family, have acute medical or social need for this school. (This must be supported by professional documentation clearly setting out the reasons why this school is the only one able to meet the child's needs).

c) to children whose brother or sister (a sibling\*) is on the roll of the main school when the application is made and is expected to be on roll at the school at the intended date of admission. (Siblings must live at the same address, \*and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and step-siblings.)

d) To children living nearest to the school. All distance being measured in a straight line from home to the main school gate.

If the school is oversubscribed entirely with siblings, priority will be given to:

- those with exceptional social or medical need
- those living nearest

**You are advised not to use false or fraudulent information in order to gain a place at the school.**

The Headteacher has discretion over the balance of 3 and 4 year olds in the nursery.

An existing child-minder's address may be taken into account to determine nearness if the child has a medical or social need for a place in the nursery. Any claim for a place on these grounds should be supported by professional documentation and the Headteacher will consult the admissions section of Lewisham Education before making a decision. The child's home address must also be in Lewisham.

## **What kind of needs matter?**

The Headteacher considers the needs of the child not the needs of parent, carer or child-minder. A child's needs may include:

- language delay
- new to English
- learning difficulties
- difficult home/personal circumstances

When will I hear if my child has a place?

From April you will be contacted to confirm if you have been offered a place for the following September. We have a very high number of applications therefore we only write to you with an offer, we do not write to you if you are not offered a place. The nursery class is for children aged 3 and 4 years. Most children will have 3 terms in nursery (September- July). Some children may have up to five if spaces are available. Unfortunately we can't always meet these ideals. Sadly some are disappointed and are not offered places at all. Some can only be offered one or two terms.

#### **What happens once I have been offered a nursery place?**

Once you have been offered and accepted the place we will need to see your child's birth certificate or passport. We also need a means of proving the child's home address.

This must be:

- A council tax statement and an up to date gas, electricity or water bill and either a tenancy agreement or mortgage statement or title deed. If you have recently moved to the area we will require the following information: closing accounts for the original property, official confirmation of the end of tenancy, or house sale. A tenancy agreement with a commercial letting agency must be for more than 12 months and go beyond your child's start date, or solicitors' letter confirming the purchase of the new property. If a residence or court order is held this should be provided. We will need to see this proof before we can confirm the offer.
- The London Borough of Lewisham may check the details which you provide against records held within the Council and by other agencies. After we have verified the information we will then confirm your child's admission to nursery.

#### **What happens next?**

The school will write to you and let you know when you will be able to visit the nursery with your child. This is known as an induction meeting and is intended to give your child the chance to meet their new teacher and it will give you the chance to tell the teacher about your child. During the visit the nursery teacher will let you know the starting date and settling procedures for your child. They will also discuss the arrangements for ensuring that your child's start in the nursery is a happy and confident one.

#### **What if my child doesn't get a place - Can I make an appeal to the Local Authority for one?**

No. Nursery education is non statutory. This means it is not compulsory for children to attend a nursery.

#### **Some of the children in the nursery are younger than my child and they've got places. Why is this?**

Places are given according to the child's needs, circumstances and the distance they live from the school; not necessarily according to their age.

#### **If my child has a place in the nursery does it mean they will get a place in the main school?**

No. Places in the main school are allocated according to the admissions criteria specified by Lewisham Authority. See 'Applying for a place in Reception'