



Keston Primary School Nursery Admission Policy



Partnership Achievement Community Excellence

Morning Nursery Places

Keston Primary Nursery has a maximum intake of 52 children for weekly 5 day morning sessions admitted each September. Sessions are not at present available for less than the funded 15 hours (5days x 3 hours) a week. Morning sessions run from 9 am to 12 pm.

Children must be 3 years of age at 31st August to be eligible to start in the September of the same year (proof of date of birth will be required).

Applications must be made by completing the relevant application form, available on the school website or from the school office and returning it to the school by the deadline of 15th January each year. The school will respond to all applicants by mid-February informing them if their application has been successful. If all places have not been filled applications received after the initial round deadline of 15th January will be considered as they are submitted.

Afternoon Sessions

In addition to these funded 15 hour places we offer places for afternoon sessions from 12 pm to 3 pm. Places for the afternoon are allocated on application, following allocation on the morning sessions, with priority being given based on the number of sessions required; first priority will be given to parents requiring 5 sessions etc.

The 30 hour places can be funded through the government 30-hours provision, childcare vouchers or self-funded. Once places are allocated for sessional care, parents who are self-funding will be invoiced half termly and will need to give half a term's notice for withdrawal.

Parents whose children are attending the afternoon sessional care provision will need to provide their child with a packed lunch or purchase a school dinner.

Eligibility for funded 30 hour places

Parents who believe they are eligible should ensure that they check their eligibility and apply at: <https://www.childcarechoices.gov.uk/>. Eligibility needs to be confirmed each term and the school requires parents to supply an 11-digit code (obtained when their application has been approved by HMRC). In addition, school will also need to know parents' National Insurance number in order to verify eligibility with Croydon Local Authority: please note this will only be required in the autumn term.

Criteria for 30-hour eligibility

- To qualify for the additional 15 hours of free childcare, both parents (or the sole parent in a single parent family will have to be in work, and expect to earn on average, at least £115 per week (the equivalent of 16 hours on the national minimum wage) and no more than £100,000 per year each
- Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold
- Families where one parent is not in paid employment (or neither parent works) will usually not be eligible for these additional hours

- Parents who are studying or in training will not be eligible unless this is combined with paid work which meets the minimum average earnings threshold

The Process

- Parents check eligibility with HMRC at: <https://www.childcarechoices.gov.uk/>, NOT the local authority
- Eligible parents will be given an 11-digit code which will be valid for 3 months.
- Funding can only be accessed from the term after they become eligible and codes must be dated to cover the whole of the term. Deadlines for claiming eligibility are as follows:

Child becomes eligible	Funding Available From	Code must be dated
1 st September – 31 st December	1 st January	BEFORE 1 st January until March
1 st January – 31 st March	1 st April	BEFORE 1 st April until July
1 st April – 31 st July	1 st September	BEFORE 1 st September until December

- HMRC should remind the parent to re-confirm their eligibility as their valid period draws to a close.
- However, it remains the responsibility of the parent to check their eligibility is reconfirmed in good time to ensure funding is continuous across the school terms. Failure to do so within the specified deadlines in the table above will result in a gap in eligibility for funding, resulting in any hours for the term becoming chargeable.

Admissions Criteria

We will consider all applications in accordance with the following criteria:

1. Looked after children and previously looked after children
2. Siblings: children with a brother or sister who will be in attendance at Keston Primary at the time of enrolment of the nursery child
3. Medical: children with serious medical reasons for needing to attend Keston Primary. For nursery children, a serious and continuing medical condition of a parent which would prevent them taking their child to school will also be relevant. Supporting evidence should set out particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another nursery. The medical reasons must be verified by a GP or consultant and declared at the time of application if known at that time.
4. Children of staff at the school: a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the nursery is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Distance: priority will be given to children living nearest to the school as measured in a straight line

Please note:

- Supporting documentation with regard to 1 and 3 above will be required from an official source
- Applications for 'Looked-After Children' will need to be supported by a letter from the relevant Local Authority Children's Services Department
- Applications for children with medical needs will require a letter from a medical practitioner
- Special educational and social needs will require verification by the relevant professional body
- Distance will be measured in a straight line from the School to the home at which the child normally resides. Parents will be asked to provide documentary evidence to confirm their address. Shared custody – if parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by the School or Local Authority

Any child who is not offered a place at the Nursery can have their name added to a waiting list, which will be reviewed when a place becomes available.

Parents should be aware that attending the Nursery does not mean a child will automatically transfer to a Reception Class at Keston Primary. You will still need to apply at the appropriate time for a place for your child in a reception class via your home Local Authority. In addition, if a child attends the school nursery an older sibling will not have priority to attend the main school under the sibling criteria.