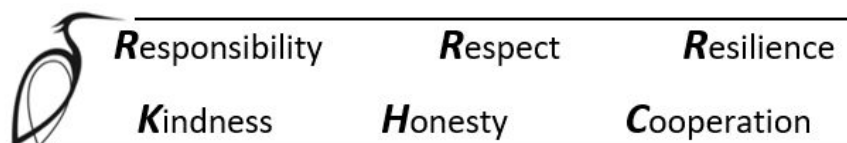


Nursery Admissions Procedure

Date written	Authorised by	Review Date
Autumn 2023	Governors	Autumn 2024





1. Foundation Stage 1 (Nursery) admissions

To request a place for a child to attend our Nursery, parents should complete an application form which is available from the school office.

Children can come to the Nursery (Foundation Stage 1) part time from the term **after** their 3rd birthday (spaces permitting).

If there are more requests for admission than places available, then the school will give priority according to the following criteria:

1. **Age of child**
 2. **Siblings:** We offer places first to those who have brothers and sisters already in the school
 3. **Distance from the school:** Greenwich children living closest to the school and then children living in other boroughs ranked according to home/school distance.
 4. **Needs of child:** Applicants may be given higher priority if they have an Education, Health and Care Plan (EHCP), are looked after or on the grounds of professionally supported medical or social need for our school.
- Applicants are then placed at either our Thamesmead Campus or our Royal Arsenal Campus- dependent on the above criteria. Parents are asked to indicate a preference when they apply. Whilst parents can indicate their preference for campus and/or time of session the final placement will be decided by the school.
 - After these have been taken into account, pupils are then allocated by distance and position on the waiting list.

Additional notes

- There is no right of appeal about the allocation of places.
- If an older sibling attends either the Thamesmead Campus or the Royal Arsenal Campus then the younger sibling will be allocated the same campus regardless of current home address.
- The school reserves the right to change the offer of campus before the September start.
- Parents cannot request a change in campus during their child's time at our school.

Before coming to the nursery, the teachers meet with parents to discuss their child's development and they are invited to visit the nursery. Home visits may be arranged when possible. Each child has their own starting date – these are staggered to enable staff to spend time settling individual children in.

Please note that having a place in our nursery does not guarantee a place in our primary school. Parents will need to apply for Reception via [Royal Greenwich admissions.1](#)

2. Waiting list

Due to the size of our waiting list we currently only offer part time places (15 hours) either in the morning or the afternoon. The session offered to your child will depend on the availability of spaces. If you decline an offer of a place, your child will be removed from our waiting list. If you decline a place but wish to remain on the waiting list, your child's name will be placed at the end of the list. We expect children to attend regularly.

¹Royal Greenwich Admissions website:

https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/458/apply_for_a_primary_school_place



3. Required documentation

We cannot admit any child to our school without seeing proof of the following documentation:

- Original birth certificate
- Original proof of current address confirming residency in the UK

This must be no more than 3 months old and should be an official letter from the Royal Borough of Greenwich or Her Majesty's Revenue and Customs (HMRC).

If this is not possible a tenancy agreement or two utility bills no more than 3 months old will be accepted.

As stated in the Royal Borough's arrangements for primary school admissions,² the Council and/or school reserve the right to ask for further information to establish the principal home address and to check records held within the Council and with external agencies. If a false address or documentation is given and a school place is offered on the basis of this information, we reserve the right to withdraw the offer of a school place at any stage during the admissions process.

² Arrangements for Primary School Admissions:

https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/457/primary_school_admission_policies