

Nursery Admissions Procedures

Date written	Authorised by	Review Date
Autumn 2023	Governors	Autumn 2024





1 Requesting a place at our nursery

To request a place for a child to attend our Nursery, parents should contact the school office who will place the child's name on our waiting list. Children can join our waiting list at any point from birth. Once an application form has been received (which can be found on our school website) a confirmation email is sent letting parents know that their child is on our Nursery waiting list.

The school manages its own nursery admissions, which is different to the rest of the school where the Royal Borough of Greenwich act as the admissions authority.

Having a child's name on our Nursery waiting list as early as possible does not necessarily qualify the child for an automatic place at the requested date. The criteria for admission are given below and these are considered when offering a nursery place.

2 Criteria for admission

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

1. **Needs of child:** If the child is looked after by the LA, has an identified Special Educational Need or has a medical or social need.
2. **Age of the child:** if the child turns 4 years old during the term that they are wishing to start. This term is known as 'rising fours'.
3. **Service families:** If the family has a parent who is currently serving in the armed forces.
4. **Siblings:** If the child has a sibling who already attends James Wolfe Primary School.
5. **Distance from the school:** denoted by the shortest walking route to the school. (Note: as our school has two buildings, we use the LA policy - the distance from home to the former Greenwich Town Hall, Meridian House, Royal Hill (SE10). This is between our two buildings.

3 Admission for a full day nursery place

We offer a number of full-time places available within our Nursery funded by the government 30-hour child care policy. When applying for our Nursery, parents/carers will be asked to specify whether they are requesting a half day (morning or afternoon) or a full day place. We will aim to meet the needs of each family, but where this is not possible (for example if our 30-hour places are full) we may offer an alternative before putting names onto our waiting list. The criteria for admission for a full day place is the same as for a half day place (see section 2).

4 Admission dates for our nursery

Children start our Nursery the term after they turn 3 years old (spaces permitting) and we have three admission dates – one per term. Children must be three years old before the first day of the term in which parents wish them to join. In exceptional circumstances children may be admitted earlier than they turn 3. When a child is given a start date, a letter confirming the place will be sent and parents will be invited to visit our Nursery. A home visit will also be arranged for members of our Nursery team to come and meet the family and the child in their home setting.

5 Applying for a primary school place

Having a place in our Nursery does not guarantee a place in our primary school.

Parents need to apply for our primary school via the admissions authority, which for our school is the Royal Borough of Greenwich.