

# admission to a school nursery

2020-21 ADMISSION GUIDE FOR PARENTS

### WHEN CAN MY CHILD START AT NURSERY?

Children can start nursery at one of our nursery or primary schools in the school term following their third birthday. The age they can start depends on how many places are available, as some nurseries places are full-time and some part-time. Take a look at the table below to see the exact term when your child would be eligible to start at nursery. Apart from three Free schools, all other primary schools in Hackney offer nursery provision and there are two outstanding nursery schools, Comet and Wentworth, who offer provision from two years of age for eligible pupils.

### FULL AND PART-TIME PLACES

Some working parents will be eligible for a full-time place (30 hours per week) or a part-time place (15 hours per week). Parents who wish to be considered for a full-time place will need to check their eligibility the school term before their child is due to start nursery. This can be done online at [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)

Eligible parents will receive a unique code which must be given to the school along with their national insurance number before the closing date for applications (see table below). All other children will be considered for a part-time place.

### WHY SHOULD I SEND MY CHILD TO A NURSERY?

Going to nursery will allow your child to develop their skills and become curious, confident and creative learners. This is an important stage as it helps your child to develop and gain the skills needed for future learning.

### HOW DO I APPLY FOR A NURSERY PLACE?

If you want to apply for a nursery place for your child, you should contact at least three of your preferred schools once your child turns two years of age.

You will then have to fill in an application form at [www.learningtrust.co.uk/nurseryapplication](http://www.learningtrust.co.uk/nurseryapplication) and return to the school. The school will write to you in the term before your child is due to attend to let you know whether you have been offered a place. You must provide proof of address with your application form. If you are offered a nursery place, the school will also need to see your child's birth certificate to confirm their name and date of birth.

Please note that completing your application form early does not give you priority over other children who might apply later nor does it guarantee you a place in the reception class. Take a look at the table below to see the closing date for applications and the date when you will be informed of the outcome of your application. This depends on when your child was born in the year.

## ADMISSION DATES AND APPLICATION DEADLINES FOR ADMISSION TO SCHOOL NURSERY PLACES FROM SEPTEMBER 2020 TO SEPTEMBER 2021

FOR CHILDREN BORN BETWEEN:	CLOSING DATE FOR APPLICATIONS	DATE OF LETTER	START DATE
1 April 2017 and 31 August 2017	Friday 3 April 2020	Friday 22 May 2020	Phased entry during September 2020
1 September 2017 and 31 December 2017	Friday 25 September 2020	Friday 23 October 2020	Phased entry during January 2021
1 January 2018 and 31 March 2018	Friday 15 January 2021	Friday 12 February 2021	Phased entry during April 2021
1 April 2018 and 31 August 2018	Thursday 1 April 2021	Friday 28 May 2021	Phased entry during September 2021

## ADMISSIONS CRITERIA FOR A NURSERY PLACE

If more children apply for a nursery place than there are places available, the Headteacher will allocate places according to how many full and part-time places are available. Priority will be given in the following order:

01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
02. Children subject to a Child Protection Plan.
03. Children with an educational, medical or social need for a nursery place.<sup>1</sup>
04. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.<sup>2</sup>
05. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address).
06. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.<sup>3</sup>

If a tie-breaker decision is needed for priorities 1, 2, 3, 4 and 5, distance as measured in priority 6 above will be used. The nurseries and schools' contact details are available on our website at

[www.learningtrust.co.uk/search/schools](http://www.learningtrust.co.uk/search/schools)

Click on each school for nursery details.

In each nursery class, schools will offer 20 full-time and 12 part-time places. If all the full-time places are not taken up, additional part-time places will be offered. If there are still vacancies remaining, parents with part-time places can ask to top up the part-time entitlement to a full-time place for which there will be a charge.

### EARLY YEARS PUPIL PREMIUM

If your child attends a nursery and you meet the eligibility criteria for free school meals, your child's nursery can claim EY Pupil Premium funding from the DfE to support your child's learning and development. For more details about this, please speak to your child's nursery on how they can claim.

## ADMISSION CRITERIA FOR A NURSERY PLACE IN ACADEMIES, FREE AND RELIGIOUS PRIMARY SCHOOLS

The governing body of these schools are responsible for admissions to their nursery classes. You should contact each school individually to find out whether you have been offered a place and the start date. The nurseries and schools' contact details are available on our website at

[www.learningtrust.co.uk/search/schools](http://www.learningtrust.co.uk/search/schools)

Religious schools will also ask for additional information about your membership of a particular faith. If you want your application to be considered under the faith priorities, you will have to complete a Supplementary Information Form (SIP). This form must be returned to the school directly.

## WHAT HAPPENS IF MY CIRCUMSTANCES CHANGE AND MY CHILD IS NO LONGER ELIGIBLE FOR A FULL-TIME PLACE?

The school will contact you and your child can attend part-time from the date notified by the school.

### EXPLANATION NOTES FOR CRITERIA

<sup>1</sup> This applies to the nearest school unless your child's need justifies a place at a particular school. Headteachers can take into account educational or medical needs such as developmental, speech and language delay or physical needs. The school will need to see evidence of this from a doctor, hospital consultant, health visitor or education and child professional.

<sup>2</sup> If you are a Hackney school teacher, you can apply for a nursery place for your child under this criterion – but there can only be one child in each class, or two places in the case of twins. You must apply to the school where you teach, or one that is within one mile of your place of work.

<sup>3</sup> If your child is cared for by a childminder during the week (Monday to Friday), the school will ask to see proof of this arrangement. The school will decide which method to use to calculate the distances for all applicants considered under priority five above.

### IS THERE A CHARGE FOR A NURSERY PLACE IN A HACKNEY SCHOOL?

If you are offered a free part-time place, some schools may allow you to pay to bring your hours up to the level of a full-time place. This means you will be charged for the additional hours including any breakfast or/and after school hours. The school will be able to tell you how much you would have to pay for the additional hours.

### WHAT HAPPENS IF MY CHILD DOESN'T GET A NURSERY PLACE?

If you are not offered a nursery place in your preferred nursery or primary school, you can ask for your child to be put on the application list (this operates in a similar way to a waiting list). Each child is ranked in line with the admissions criteria described on page 3. Places are offered as and when they arise. This may mean that your child is offered a place one or more terms after they have turned three. The length of time your child has been on the list doesn't give them priority over other children on the list. If you are not offered a place at your preferred nursery or primary school, you can't appeal against this decision.

### IF MY CHILD IS OFFERED A PLACE IN THE NURSERY CAN I GET A RECEPTION CLASS PLACE IN THE SAME SCHOOL?

Children who attend the nursery class of a community primary school will not automatically get a place at the same school. Parents will need to apply in accordance with the procedure set out in the Hackney's primary schools' admissions guide at [www.learningtrust.co.uk/admissions](http://www.learningtrust.co.uk/admissions)

Children are entitled to a full-time reception class place in the September following their fourth birthday. If a place is not taken up at that time due to the parent wanting the child to remain in the nursery until the child reaches statutory school age, the parent will need to re-apply for a place as set out on pages 2 and 3.

### WHO DO I CONTACT TO GET INFORMATION ABOUT CHILDCARE?

If you don't have a nursery place for your child because all your local school nurseries are now full, or you have just moved into Hackney and you are looking for local information on childcare, please visit [www.learningtrust.co.uk/Childcare](http://www.learningtrust.co.uk/Childcare) where you will be able to find details about all the registered childcare providers in Hackney, including:

- children's centres
- nurseries
- childminders
- playgroups
- forest school sessions
- holiday playschemes
- after-school clubs
- breakfast clubs
- one o'clock clubs
- crèches

You can also get information on Tax Credits and help with paying for childcare. Please note that you are entitled to 15 hours free nursery provision for a 3 or 4 year old and there is a scheme for eligible 2 year olds. Please visit [www.learningtrust.co.uk/Childcare](http://www.learningtrust.co.uk/Childcare) for information on these schemes.

#### Family Information Service (FIS)

The Family Information Service provides information on childcare and other activities such as leisure and family support services. It also produces the **Hackney Family Directory** which explains all this in more detail. There is a phone line and drop-in service if you want to speak to an adviser personally about any childcare issues. Please call the **Family Information Service** on 020 8820 7590.

#### Hackney Local Offer

For information about services available in Hackney for children with Special Educational Needs and disabilities, including education, health, leisure and social care, please visit [www.hackneylocaloffer.co.uk](http://www.hackneylocaloffer.co.uk)

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