SUNNYHILL PRIMARY SCHOOL
Nursery Admissions Policy

Sunnyhill Primary School has a school based Nursery and manages its own Nursery admissions.

ELIGIBILITY

All 3 and 4 year-old children are eligible for 15 hours per week of funded term-time only childcare until they reach compulsory school age. This is a Universal Entitlement for all children, who become eligible at the start of the term that follows their 3rd birthday.

Some working parents are also entitled to an additional 15 hours per week of funded childcare (30 hours per week). This is known as Extended Entitlement and is intended to support working parents with childcare costs, to enable them to return to work or work additional hours.

Parents/carers are eligible to 30 hours' free childcare if they (and their partner, if they have one) are:

- In work or starting a new job
- On sick leave or annual leave
- On shared parental leave, maternity, paternity or adoption leave
- Getting statutory neonatal care pay
- On bereaved partner paternity leave
- Each earning at least the National Minimum Wage or Living Wage for 16 hours a week
- Have an adjusted net income under £100,000 per year

Parents/carers who meet the above criteria will become eligible in the first term after their child's 3rd birthday.

To check their eligibility for extended entitlement of 30hrs childcare, they can apply online through the Government's website: https://www.gov.uk/apply-30-hours-free-childcare. Eligibility for the additional funded hours is determined by HMRC through this online application and is immediate, but it can take up to 7 days. If parents/carers are eligible, they will get a childcare account and an 11-digit number called DERN code, which they have to provide on their application together with their National Insurance Number.

IMPORTANT: Parents/Carers must confirm their details every 3 months, otherwise the DERN code will expire and the 30hrs childcare eligibility will cease.

If parents/carers are not eligible for a 30 hour code, the school also offers a Nursery Top Up option to extend their child's day in Nursery to full day, from 8.45am-3.15pm. Interested parents should speak to our admin staff about the costs of Top Up service.

The current cost is £25 per session, morning or afternoon, which has to be paid in advance. Non-payment will result in the place being withdrawn.

A termination of the 'top up hours' agreement requires a two weeks' notice in writing.

PLEASE NOTE: If your child will stay in the Nursery full day, you will have to provide a packed lunch for your child or pay for the school lunch of £2.65 per day, unless you are eligible for Free School Meal.

Our Nursery can accommodate 20x part-time places, morning (8.45am-11.45am) or afternoon (12.15pm-3.15pm) sessions from Monday to Friday (15hrs), and 15x full-time (30hrs) places.

However, we will be flexible and the number of 15-hour and 30-hour places will be determined by the applications received in order to meet the needs of our community.

Full-time places start at 8.45am until 3.15pm.

Part-time places have following start and end times:

- Morning Sessions: Monday to Friday, 8.45am until 11.45am OR
- Afternoon Sessions: Monday to Friday, 12.15pm until 3.15pm

APPLICATION

A child is able to start the Nursery from the start of the term following their third birthday.

To apply for a Nursery place, our admission form has to be completed which is accessible via the link on the school website.

Once a place is offered, parents/carers are required to provide following documents:

- Full Birth Certificate
- Proof of address (bank statement, council tax, utility bill within the last three months or tenancy agreement)

If a child was born outside of the United Kingdom, the original birth certificate, the child's passport and parents passport will be required.

The deadline to apply for Nursery places is 31st March.

The school will send out offer emails to parents/carers at the end of May or beginning of June. Parents/carers must confirm acceptance of the place to the school by the specified date in the offer email.

If the offer is not accepted and the school is not able to get hold of parent/carer, the school reserves the right to withdraw the offer and offer the place to another child.

Following acceptance of Nursery place at Sunnyhill Primary School, a home visit is arranged for the nursery team to visit the child at their home address. This will enable parents/carers to share information about their child which they feel will help the school to make the transition to Nursery a very positive experience and ask any questions they may have. Parents/carers will also be asked to fill out all the necessary paperwork.

Attendance at Nursery is not statutory but if a place is accepted, attendance is required unless the child is unwell. The school reserves the right to withdraw a place if there are unnecessary, extended and unexplained absences.

IMPORTANT: children attending nursery do not transfer automatically to the main school. To apply for the primary school place an application has to be made via Lambeth by 15th January: https://www.lambeth.gov.uk/schools-education/school-admissions-appeals

ADMISSIONS CRITERIA

Places will be allocated in the following order using the same criteria as those applied for admission to Reception:

1. **Looked After Children:** Priority will be given to Looked After Children and previously Looked After Children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted. A looked after child means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers or who is the subject of a care order.

2. **Siblings:** Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission

3. **Children with Documented Medical or Social Needs:** Medical or Social Needs Children with professionally supported medical or social needs, whose application identifies a particular school that is especially able to meet that need.

4. **Children of staff at the school:** Applications for children of staff at the school. A member of staff must be employed by the school as a teaching assistant or qualified teacher and this employment must have been for at least 3 years at the time of submitting the application

5. **Distance**: Priority will be given on the basis of distance between the child's home and the school, measured by walking distance.

IMPORTANT: All Nursery parents/carers will be asked to sign a Parental Declaration Form to indicate that we are the provider they use for the free entitlement. If a parent /carer refuses to sign the form, the place will be withdrawn.

WAITING LIST

A Nursery waiting list will be held of unsuccessful applicants until a place becomes available during the year. Late or in-year applications will be added to the waiting list. When a place becomes available, it will be allocated to the next child who meets the selection criteria and is next on the waiting list. We will contact the parent to offer the place.

Date Reviewed:	26th November 2026
Approved by:	Resources Committee
Adapted in:	Autumn 2019
Next Review:	Autumn 2029