ADMISSIONS POLICY

Date of Last Review:	**May 2026**
Date agreed by Governors:	
Date shared with all staff:	**May 2026**
Date of next review:	**May 2028**
Origin/Author:	**Gill Crowley following Royal Borough of Greenwich guidelines**

Abbey Wood Nursery School is able to offer places for 2, 3 and 4 year olds. Presently we are only able to offer term time only places. Places are allocated the term after your childs 2nd or 3rd birthday, for example:
Birthday 1 Jan – 31 March: Funded from the Summer Term (April).
Birthday 1 April – 31 Aug: Funded from the Autumn Term (September.
Birthday 1 Sept – 31 Dec: Funded from the Spring Term (January)

If your child is entitled to a 'Funded Early Learning' place (Government funded 2 year old places. previously known as Together for Two's), we offer 3 hours a day five days a week, 9.00-11.45/12.00, term time only.
Parents are able to 'top up'[1] or pay for a place for their two year old at a cost of £11 an hour, plus lunch (£2.80 a day), lunch is chargeable if staying for 30 hours. This cost is equal to £165 for 15 hours and £330 for 30 hours. Parents using the Government funded entitlement will need to provide the child's code prior to registration.

All 3 and 4 year children are entitled to 15 hours per week free education, the term after their 3rd birthday - usually from 9-11.45am/12pm.

'Working families' of 2 year old and 3-4 year old children may be entitled to 30 hours education.
We have limited numbers and parents will need to have provided us with a code from the government website; 'Best Start in Life', before we can offer this. https://beststartinlife.gov.uk
If you are not entitled to this provision then you may pay to top up the place at a cost of £165 a week, plus an optional school lunch cost of £14 per week, if you would like your child to have a lunch prepared on site .
WE ARE NOT ABLE TO GUARANTEE THAT ANY CHILD WILL BE ALLOCATED ANY ADDITIONAL HOURS, THIS DEPENDS ON AVAILABILITY OF PLACES.

The demand for nursery provision in this area may mean that we are unable to offer a place to every child on the waiting list. Our policy is reviewed regularly to ensure it follows the advice given by Greenwich Education Service in the booklet "Choosing a Nursery School in Greenwich". A copy of this booklet is available on request.

Decisions on admissions are made three times each year. Most admission places are filled in September each year; occasional vacancies arise throughout the year. We usually make decisions about offering places after the half term holiday for the following term. We offer places in September, January and April.

Filling in an application form does not guarantee a place for your child, nor give your child priority over children who may be older.

[1] Top up means pay for additional hours.

The nursery admits children according to Greenwich Admissions Criteria and will give priority in the following order:

1. "Children who are looked after"; - a child in the care of the local authority;
2. Children who have previously been looked after;
3. Children with social, medical or educational need for education in a nursery school;
4. Greenwich children for whom this is the nearest nursery school or class (the address of a registered childminder may be taken into account);
5. Children who have a brother or sister already on roll at the nursery;
6. Greenwich children for whom this is not the nearest nursery school or class;
7. Children living in other boroughs;

When your child starts attending this school he/she will be offered a place in line with their entitlement of 15 or 30 hours.

If priority has to be decided, the educational, medical and social needs of the child will also be considered and, in particular, the needs of any child assessed as "in need" by the Children Act 1989 or having special educational needs as defined by the Education Act 1996.

In deciding on the educational, medical and social needs of individual children, consideration will be given to their specific cognitive, physical or linguistic needs and family circumstances. Advice from social workers, health visitors, speech and language therapists and other professionals will be noted.

- If consideration of need does not indicate clear priority, preference will be given to those living nearest the school. This is measured as a straight line from the center of the home address to the main entrance of the school.
- An existing registered childminder's address, instead of the home address, may be used to determine the position of the child's home in relation to the school, providing the home address in within the Borough.

For three and four year olds

If demand exceeds the number of places available for a specific term, priority will be given to the following groups of children in the order they are listed:

1. Looked after children or children who have previously been looked after.
2. Children with a social, medical or educational need, in particular those assessed as "in need" under the Children Act of 1989 or assessed as having special educational needs under the Education Act of 1996.
3. Greenwich children for whom it is the nearest nursery provision
4. Children who have brothers or sisters or who live at the same address as children already attending the school
5. Greenwich children for whom it is not the nearest nursery provision
6. Children living in other Boroughs

If priority has to be decided for children from groups 2 to 5, the position of each child's home in relation to the school will be considered. The area of recruitment will normally be that served by the primary schools to which most children transfer (in our case Alex McLeod, Boxgrove and Bannockburn).

- Preference will be given to those living nearest the school.

- In deciding on the educational, medical and social needs of individual children, consideration will be given to their specific cognitive, physical or linguistic needs and family circumstances. Advice from social workers, health visitors, speech and language therapists and other professionals will be noted.

- An existing registered childminder's address, instead of the home address, may be used to determine the position of the child's home in relation to the school. Where the child's home address is not in the Borough of Greenwich, the child will be considered as not living in the Borough regardless of the childminder's address.

- In general, the make-up of the school should be similar to that of the local area.

- If a child is offered a nursery place, he or she will only be able to start if parent agree that it will be the only subsidized (paid for by the government) place taken by the child. In certain circumstances parents who have a 30 hours code can have a split offer with another provider in discussion with the Headteacher.

Although Alexander McLeod Primary is our nearest school, attendance at Abbey Wood NUsery School does not guarantee a place there.
An online application form must be filled in for the primary school of your choice.

More information on applying for a primary school place can be found at:
https://abbeywoodnurseryschool.co.uk/Parents/Applying-for-a-Primary-School-Place/
https://www.gov.uk/apply-for-primary-school-place