



Hotham Primary School

Nursery Admissions Policy

Spring 2023

Ownership and Consultation	
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Consultation (role)	School Business Manager; Governors
Approval	Planning and Resources Committee

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Related documentation/resources	Nursery Contract; School Website; School Meals Information
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Introduction

Children join the Nursery class at Hotham in the September after they turn 3 years old. The Nursery intake starting dates are staggered to help the children settle in and to get to know the staff and each other. Our current nursery provision has the capacity to offer up to 20 full-time places and 12 part-time places.

Attendance Options

When applying for a place at Hotham nursery parents are asked to express their preference based on the options listed in the table below:

Option	Number of places	Hours attending	Additional cost (not including meals)
Week 1	6	Monday & Tuesday 8:55am-3.15pm and Wednesday 8:55am-11:45am	None
Week 2	6	Wednesday 12.15pm-3.15pm and Thursday and Friday 8:55am-3.15pm	None
Full Time	Up to 6	Monday to Friday 8:55am-3.15pm	None (allocated at the Head Teacher's discretion)
	14	Monday to Friday 8:55am-3.15pm	£85 a week payable in advance by half termly instalments*
			Eligible for 30 hour a week top up scheme

Funding for full-time places

We have the capacity to offer up to 20 full time places. Up to 6 of these full time places can be offered, at the head teacher's discretion at no further charge to the family. The other places will require the 'free' 15 hours each child receives to be topped up by either:

1. Eligibility to the government's top-up funding scheme

<https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=lx2kqEeShZs>

If over the academic year, parent eligibility for this scheme ceases, they will be given the option to pay for these additional 15 hours

2. A half termly payment by the child's parent via our online payment school gateway.

The fee is £85 a week and is payable at the beginning of each half term for that half term.

Failure at any point over the academic year to pay for the additional hours may mean that the full time place is withdrawn.

Deposit

If parents are offered a full time nursery place, a deposit of £85 is required once they have accepted this place. This deposit will be used for the first week of the autumn term's nursery fees or, in the case of families qualifying for the 30 hour code, will be credited to the school meal account. This deposit is non-refundable if parents withdraw their application.

Criteria for allocation of Nursery places

1. Children looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the child's plan at Hotham or children who are the subject of adoption and special guardianship orders who were previously looked after by the Local Authority.
2. Children who are recommended for a place at Hotham following an action plan agreed by a multidisciplinary group (for example Team Around the Child 'TAC') or other relevant professional.
3. Siblings – Children with a brother or sister currently attending Hotham and who will still be at the school when the child is enrolled at Nursery.
4. Distance – Children who live nearest to the school.

Early Starters

If the nursery has capacity to accommodate additional children, early applications of children who have turned 3 years old between 1st September and 31st December will be considered for an early start in January using the criteria above. These early starters will not need to apply for nursery for the following year, but will only be guaranteed the same place and not a higher priority space, unless they meet the above criteria.

Waiting Lists

All children who are not successful in gaining a place in the September intake will be placed on a waiting list. If a place becomes available, their application will be considered using the above mentioned criteria. Late applications will be considered after those submitted by the closing date

Expanding our capacity

If we have the capacity to expand our nursery size during the year, we will consider offering places to additional children during the year. This decision will be at the headteacher's discretion, taking into account staffing ratios, needs of existing pupils, space, and potential impact on the quality of provision. In this event, we will offer places to children on our waiting list in accordance with the criteria listed above.