



LEARNING CHANGES LIVES

**Nursery Admissions Policy**

Approved by the LGB on  
January 2023

To be reviewed

Spring 2025

This policy outlines the purposes, nature and management of Nursery admissions at Quest Primary School.

## Procedures for Quest Primary Nursery Class

### 15 Hours Places:

Every child aged 3 & 4 years is entitled to 15 hours free nursery provision per week, funded by the government. At the Nursery at Quest Primary School, these 15 hours constitute daily morning sessions, **Monday to Friday, from 8.45am to 11.45am.**

### 30 Hours Places:

Additional hours totalling 30 hours may be claimed by working parents. You will need to provide the school with the 11-digit reference number that you will be given once your application has been successful via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) in order for the school to process your application. Please note that the Government require you to do this process EVERY term otherwise payment will cease. These 30 hours operate **Monday to Friday between 8:45am to 2:45pm** in the Nursery class at Quest Primary School. Children who attend the Nursery for 30 hours per week may choose to have a school lunch at an additional cost of £2.35 per day, or bring a **packed lunch** into school with them.

We recognise that some families of children entitled to 30 hours provision, who have older siblings within the main school, may require additional childcare provision, beyond the funded 30 hours per week, between the end of the Nursery day at 2:45pm and the end of the main school day at 3:10pm. **Families can pay for this additional session (2:45pm – 3:10pm) at a cost of £2 per day per child.** This is booked via ParentPay for each day they require each week.

There are a maximum of 8 places for children with 30 hours entitlement. We can offer a further 16 places for children with 15 hours entitlement.

## Quest Nursery Admissions

The patterns of attendance available are every weekday morning, with 30-hour provision also in the afternoons. Parents/carers may register for a Nursery place after a child's second birthday and must complete the application form. The school must see a copy of the child's birth certificate for proof of date of birth.

Places accepted under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

**If spaces are available**, we are able to admit children in the term after their third birthday.

The offer of places for the September will take place on 15 March\*

The offer of places for the January will take place on 15 November \*

The offer of places for the April will take place on 15 February\*

\*If this date falls on a Saturday or Sunday offers will be sent out the following Monday.

If applications exceed the number of available places, Quest Primary School Nursery will apply the following criteria in making allocations.

## Admission criteria

The governors will consider all applications in accordance with the following criteria, set out in priority order.

### **1. Looked after children and previously looked after children.**

Looked after children are defined as children in public care at the date on which the application is made.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked after. If the application is made under the looked after criteria, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

### **2. Children who have a sibling (defined as half/step/foster/adopted sibling) whose main residence is the same address and will be attending the school at the time of admission.**

Children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step-brother or sister, foster brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the application is being made. In the case of in year admissions, eligibility for sibling priority will apply at the time of an offer.

### **3. Where there are serious medical grounds (supported by documentation from a registered medical practitioner) and/or special educational / social need for admitting the child.**

Places may then be offered to children whose parents are able to provide medical evidence, from a registered health professional that entry to Quest Primary school rather than another school or academy is essential. This evidence should be sent with an accompanying letter from the parent that provides the child's name, address and date of birth to Admissions, Quest Primary School, Farnborough Avenue, South Croydon, CR2 8HD

It is important that the medical evidence outlines why Quest Primary School is the only school or academy that can meet your child's needs and this evidence must, other than in exceptional circumstances, be from a GP or Consultant. It will be reviewed carefully by an appointed Trust panel, with a decision on whether to accept the medical need notified in writing.

### **4. Distance: Proximity of the child's home to the school, with those living nearer being accorded the higher priority.**

Distance will be measured as a straight line drawn on a map from the front gate of the school to the front door of the home at which the child normally resides. For flats, the centre will be taken from the centre of the building. Home is defined as the address where the child normally resides as their only or principal residence. Parents may be asked to provide documentary evidence to confirm an address and parental responsibility. Child minding factors cannot be considered when allocating places at over-subscribed schools.

## **Tiebreaker**

**If the nursery is oversubscribed, children with 30 hours funding will be given priority.**

## **Shared custody**

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by the LA.

## Attendance and Loss of Nursery Place

It is the expectation of the school that every child attends the Nursery class every day. If attendance and punctuality is poor or erratic the nursery teacher will talk to parents. If after a period of two weeks' attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Head of School / Family and Pupil Support Worker. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the governors, and a letter explaining the situation will be sent to the parents.

**Please note: Admission to the nursery does not constitute any right of entry to the Reception class and places are allocated according to Croydon Council Reception Admissions Policy.**

## Waiting Lists

Children whose application is unsuccessful will be placed on a waiting list and will be notified as and when a place becomes available.

Applications received after the closing date will be dealt with after those who have met the closing date deadline and will also be placed on the waiting list.

Places on the waiting list will be allocated according to the Admissions Criteria.

## Admissions and Procedures

We welcome all children, regardless of their religion, racial origin, cultural and linguistic background and in accordance with our admissions policy. Children with special requirements are also welcome providing that facilities can be arranged practically to provide a safe environment for all.

For all enquires with regards to Nursery provision please speak to a member of the Nursery team or Mrs Leaver, the senior administrator, in the school office.

On the last day of every term there is no option for extended paid provision (2:45 – 3:10pm) due to school finishing earlier at 2pm.

Our Payment Policy also includes the following;

You can make payments online using ParentPay where you can pay by Credit or Debit card. If you do want to pay by cash then the letter with the ParentPay online details will also have a barcode which you can take to a PayPoint store.

- Parents have to pay their fees even when their child is absent, whatever the reason (Refunds cannot be made for: Child's sickness / Hospital appointments / Holidays taken in term time / Child/parent choosing not to come in some days).
- Payment is not due for days that the Nursery is closed, e.g. for staff training or closure due to snow. Any unforeseen closure of the school will be deducted from the following month.
- On a day when there is an arranged school visit, there will be no afternoon provision. Parents have to collect their child at the agreed time in the visit letter.

Late Collection Fee

If you are late (after 2:45pm for the 30 hours entitlement provision), your child will be included within the paid provision until 3:10pm and you will be charged the £2 fee for this care. If you are late after 3.10pm collecting your child, a charge of £5.00 per child per quarter hour or part thereof, is payable on collection no matter what the reason, i.e. local transport or traffic problems. If persistent lateness occurs, your child will be removed from the afternoon sessions.

If the school decides, in conjunction with the parent/ carer/ outside agency, that it is in the best interests of the child to end the placement, a refund will be made for the part term not used.

Quest Primary School 15 hour and 30-hour Nursery provision adheres to all the policies of Quest Primary School, including the EYFS and Healthy Schools Policy.

I have read and fully adhere to the above policy.

Signed .....(Parent/Carer)

Child's name .....

Date .....

Miss J Stawman  
Head of School  
Signed on behalf of Quest Primary School