# John Burns Primary School

# Nursery Admissions Policy

September 2027 Intake
Review June 2027

# Admissions Arrangements

Nursery age pupils are included in our all-through Foundation Stage Class. This class is comprised of one class for children from 3 years to statutory school age (the term after a child's 5th birthday).

The number of Nursery places available on a full time or part-time basis in the all-through Foundation Stage Class is dependent upon the number of Reception pupils on roll.

## Funding for Nursery Age Pupils

All Nursery aged pupils will be offered 15 hours of Government funded provision. Families may apply for 30 hours provision subject to:

- Validation of an eligibility code for working parents (subject to certain criteria);

  or

- Pupils whose parents do not qualify for tax-free childcare but who wish to pay for an additional 15 hours provision.

The 15 hours of Government funded provision means a child may only have a place at one Local Authority nursery. Where a child also attends a Private, Voluntary or Independent (PVI) sector setting, the child is **not** eligible for Nursery Education Funding in that setting as they have taken up their full entitlement (15 hours per week) in our school nursery.

Working parents are eligible to apply to HMRC for tax-free childcare for an additional 15 hours on top of the universal 15 hours funded childcare. Therefore it is possible to receive 30 hours per week for 38 weeks of fully funded childcare. However, this is subject to specific criteria laid down by the HMRC. Please visit: https://www.childcarechoices.gov.uk/ and **see Appendix 1.**

Priority is given to older children who will be turning 4 years old during the school year. The school year starts in September and ends the following July.

The Headteacher has discretion to admit the children of teaching staff at John Burns School during each term of the academic year who will turn 3 years old during the term they are admitted.

If there are Nursery age places available in the Foundation Stage Class, then children will be considered for admission during the spring term or during the summer term.

Wandsworth Local Authority Pupil Services Department is the admissions authority for children applying for a school place. This applies to children who will have their 5th birthday (September to August). An application must be made to Wandsworth Local Authority Pupil Services Department, as they are the admissions authority for children applying for a school place in the year that a child has their 5th birthday. Please use this link:
Choosing Nursery Education in Wandsworth | Wandsworth Family Information Service

## Admissions Procedure

To be considered for a place for a child of Nursery age in our Foundation Stage Class parents/carers must complete an application form to reach the school by Monday 1st February 2027 for a place for September 2027. Late applications will be considered.

Parents may request a part-time place from option A or option B but the school cannot guarantee this can be accommodated. This will depend on the number of places available in our Foundation Stage Class and the number of applicants requesting each option. Where there are more applicants requesting an option than places available the school will use the oversubscription criteria.

The **full-time** option we offer is:

| | |
|---|---|
| Monday | 8:50am to 3:15pm |
| Tuesday | 8:50am to 3:15pm |
| Wednesday | 8:50am to 3:15pm |
| Thursday | 8:50am to 3:15pm |
| Friday | 8:50am to 3:15pm |

The **part-time** options is:

| | |
|---|---|
| Wednesday | 12:30pm to 3:15pm |
| Thursday | 8:50am to 3:15pm |
| Friday | 8:50am to 3:15pm |

## Offer of Places

Offer letters will be sent out during the summer term 2027.

A signed acceptance slip is required within 14 days of the date of the letter being sent out.

Acceptance slips must be brought to the school together with your child's original birth certificate and a copy will be retained at the school. We will need to verify the child's address and require evidence of this. The evidence of address required is an original utility bill no older than 3 months. A copy of the evidence of the address will be retained on your child's file.

The school reserves the right to reconsider the offer of a place should the application form and accompanying applicant information be incorrect.

Applicants who have not been successful will be given the option of being placed on a waiting list.

During the early part of July, all parents/carers will be invited to a presentation and will receive an information pack containing important information and forms for completion. During the presentation the children who will be joining the Foundation Stage Class will visit for a stay and play session.

Home visits will be carried out by the Early Years team before a child starts in the Foundation Stage Class. You will be notified about the date that this visit will take place.

At the start of the autumn term, the intake is staggered to help the children settle in and get to know the staff.

**Change in circumstances**

Parents must inform the school of any change of address following an application, as this may affect the allocation of a place. Failure to do this could result in an offered place being withdrawn.

If a nursery place in the Foundation Stage Class is offered on the basis of a fraudulent, or intentionally misleading application, or a parent has not responded to an offer within 14 days of the date of the offer letter, the place may be withdrawn.

**When to Apply**

The application deadline for places starting in **September 2027** is **Monday** 1st **February 2027**. As explained in more detail in this policy, applications made after that deadline will be considered, where further places are available.

## Admission Groups

In line with the policy that applies to all Wandsworth maintained schools, we consider nursery age applications in the following group order starting with Group A and finishing with Group E. Groups are considered in turn until places are allocated.

For the purposes of explaining the admission system, the examples used are as for admission in September 2026.

**Group A**
Children living in the borough of Wandsworth recommended for a nursery place at the school by an allocated Social Worker or as part of an action plan agreed by a multi-disciplinary group, for example a Team Around the Child (TAC) or children who are subject to adoption and special guardianship orders who were previously looked after by the Local Authority.

Where a child within this group is not old enough to start in the autumn term, a place may be held for the child to start in a later term after they have turned 3.

**Group B**
Children born between 1st September 2022 and 31st August 2023 who *live in* the Wandsworth borough.

* Children of teaching staff working at John Burns School, who are born between 1st September 2022 and 31st August 2023, and who *live in* the Wandsworth borough.

**Group C**
Children born between 1st September 2022 and 31st August 2023 who *live outside* the Wandsworth borough.

* Children of teaching staff working at John Burns School, who are born between 1st September 2022 and 31st August 2024, and who *live outside* the Wandsworth borough.

**Group D**
Children born after 31st August 2023 who live *within* the Wandsworth borough can be admitted from the start of the term after their third birthday, if places are available.

**Group E**
Children born after 31st August 2023 who live *outside* the Wandsworth borough. These children can be admitted from the start of the term after their third birthday, if places are available.

## Oversubscription: Criteria for Places

If there are more applications than places, the school will work through each Group in the order set out above. Where it is necessary to determine the order of priority within any Group, the school will give priority based on the following criteria:

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 Personal Education Plan at John Burns, 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 Nursery place at the school following an action plan agreed by a multi-disciplinary group (for example Team Around the Child (TAC) or other relevant professional.

3. Siblings – Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted.

4. Distance – Children who live nearest to the school, to be determined by a straight line between your home and the centre of the school site, calculated using Wandsworth Council's Geographical Information System.

5. Within Groups D and E (3 year olds), priority is given to children born from September 1st in order of age.

### Part-Time and Full-Time Places

Parents are given the option of selecting their preference of full-time or part-time options and applications will be considered on the basis set out above regardless of whether the application is for a full-time or part-time place.

If you are offered and given a full-time place, but do not qualify for the additional 15 hour Government funding then you will be charged a top-up fee to full-time hours to a maximum of 38 weeks for the academic year.

Parents will be invoiced and the fee must be paid in advance on the dates specified on the invoice. Payments are non-refundable.

Nursery provision does not include the cost of school dinners or the Breakfast School Care or After School Care service. These services are available at an additional charge.

## 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.

Current charges are available from the School Office.

Reviewed: June 2026

Review Due: June 2027

Approved by:

Governor: …….

Name: ……. Date: ……

Headteacher: ……

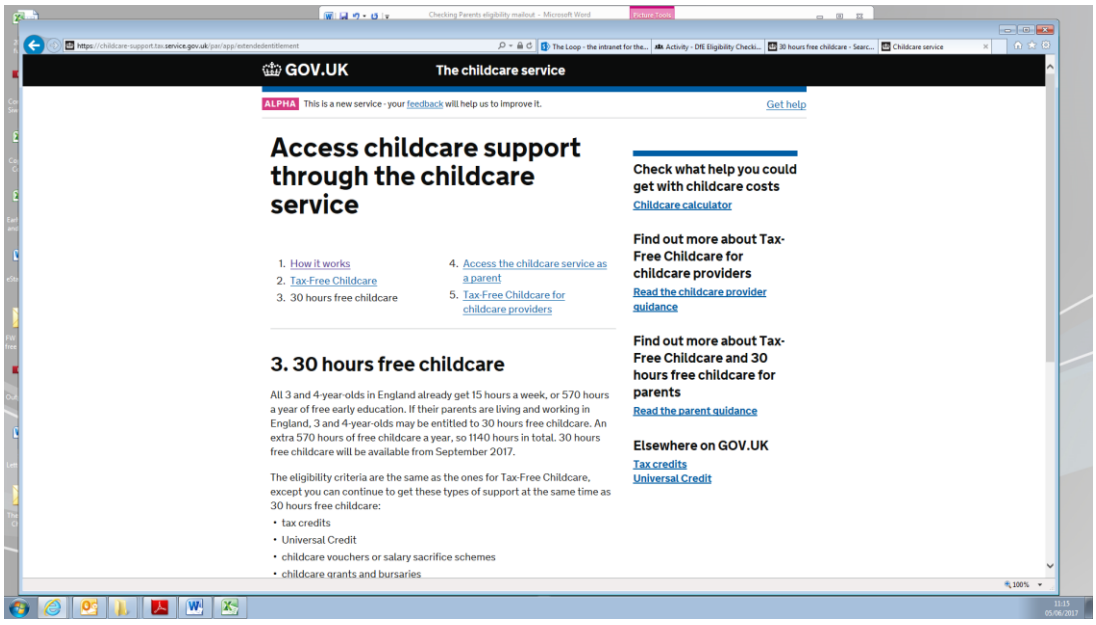
Name: …….. Date: ……

## APPENDIX 1

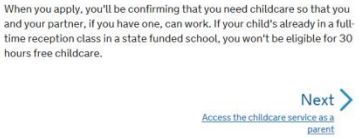
Parents should check their eligibility on the Government website [https://www.childcarechoices.gov.uk/](https://www.childcarechoices.gov.uk/)



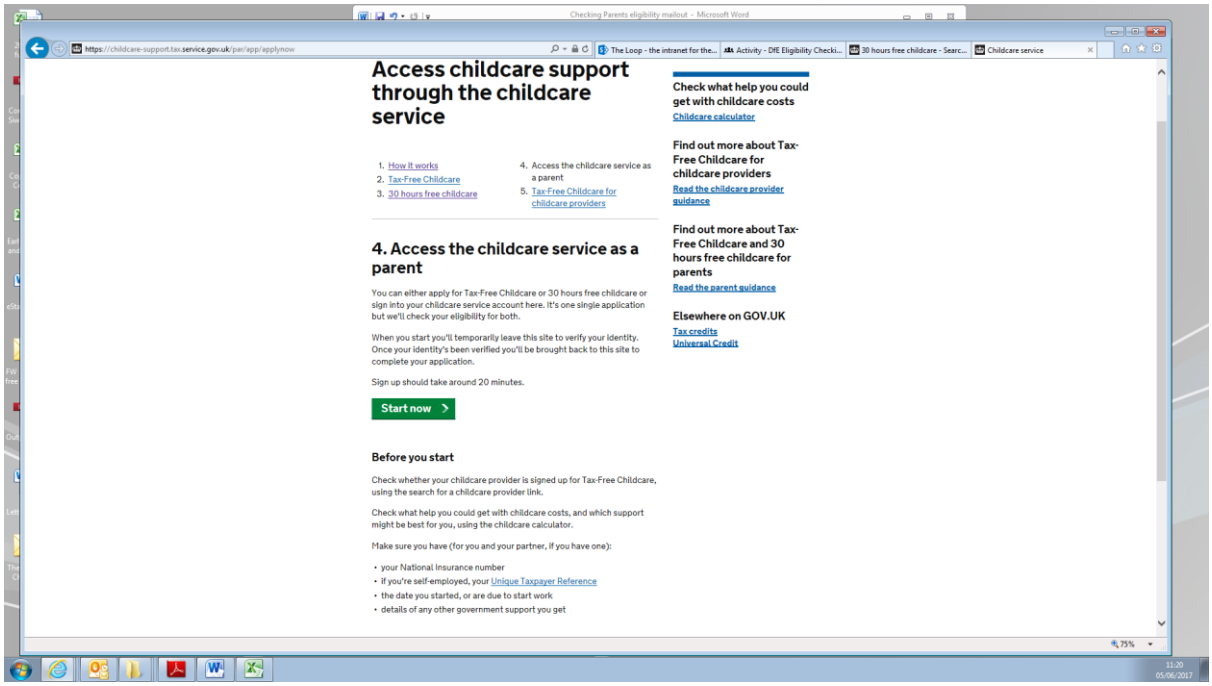

Parents will be able to find out about, and apply for Tax Free Childcare Accounts and the 30 Hour Childcare Offer.




At the bottom of this page there is a link for parents:



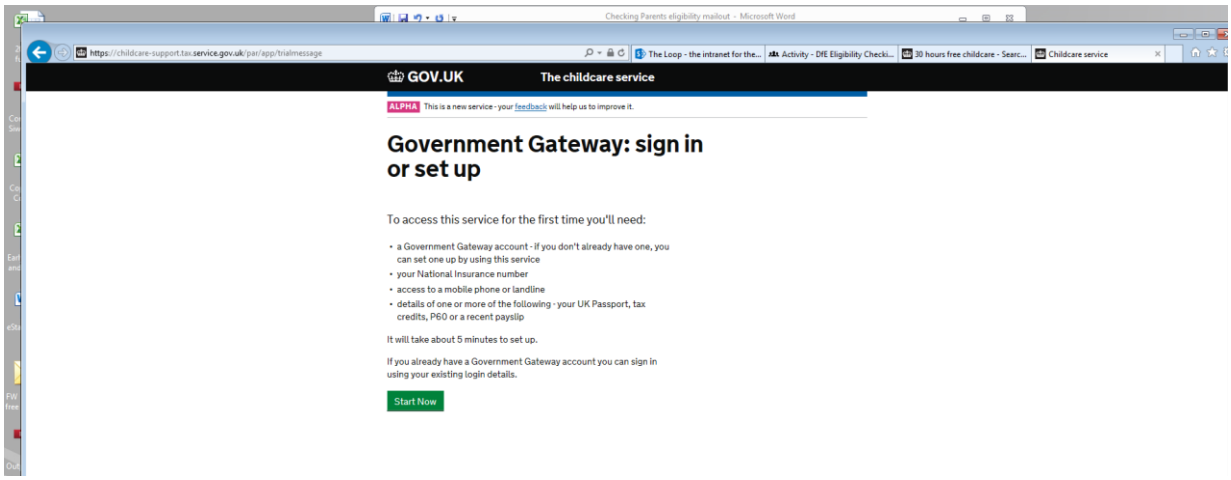

The next screen tells you all the information they will need to apply:




**You will be asked if you were invited to apply** (some parents have received invitations from HMRC). **If you have not received this invitation you must select NO.**

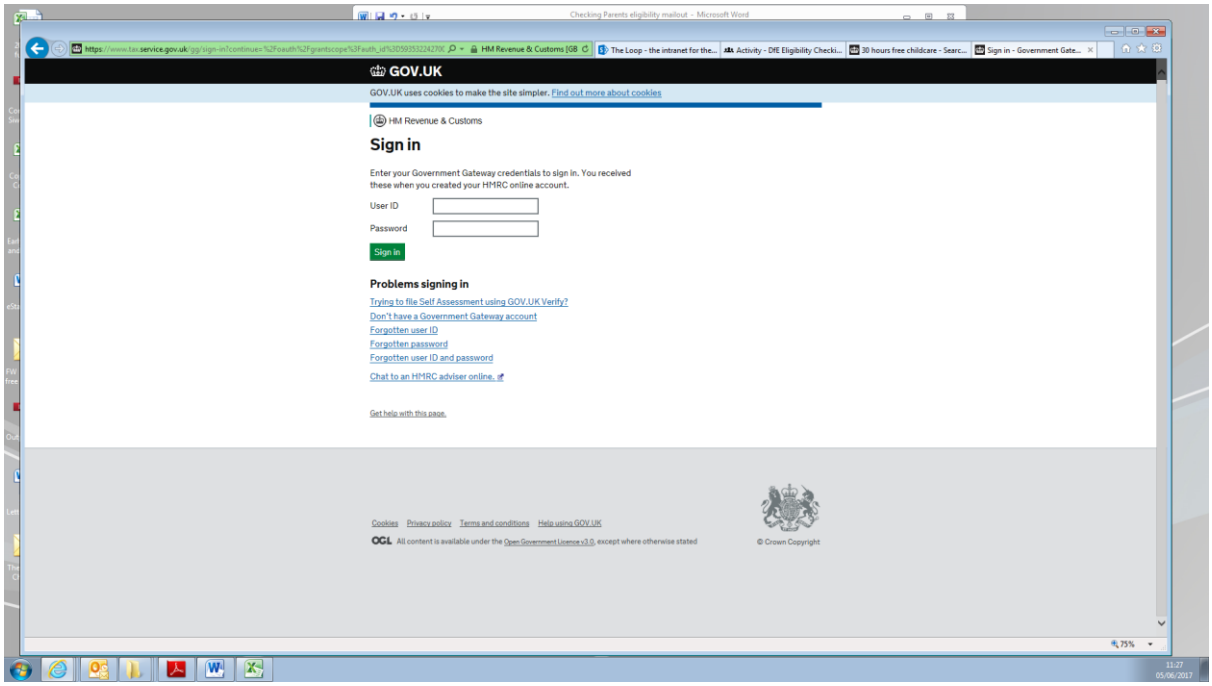
**Remember to input the date of your youngest child – even if this is NOT the child you are applying for eligibility for 30 hours of childcare.**

If you haven't set up your **Government Gateway Account** you must do so at this point:




You will need all the information / identity documents mentioned on the previous screen. You will also need your mobile phone to receive your **ACCESS CODE** as you sign up and get your **USER ID**.

There may be a screen before the one shown below, but this one will eventually appear.




You will will given a **USER ID** which you must use everytime you log in, so write this number somewhere safe.
You may be told it is too early to apply, but can will be given the option to sign up for an **email alert**.

You will give this code to your chosen school / nursery / childminder when you are confirming your place. They must confirm the validity of the code with the Local Authority **BEFORE** your child can take up the offer of a 30 hour place.

**Remember that parental eligibility MUST be reconfirmed every 3 months.**