Tachbrook Nursery School
Admissions Policy

'Happy, healthy & high expectations'

REVIEWED: September 2024

ADMISSIONS POLICY

At Tachbrook Nursery School we have adopted Westminster City Councils admissions criteria. We will prioritise offering places based on these.

Criteria are as follows:

1. Looked After Children
2. Children with exceptional medical or social need
3. Children with siblings already attending the school
4. Children who live nearest the school

Tachbrook Nursery is a state maintained nursery school this means priority for places will be given to older children who will be turning four during the school year. The school year starts in September and ends in the following July.

If there are places remaining after children have started, places will then be offered to younger children. These children will start nursery the school term after their third birthday. For example if a child is three in October they can start in January of the following year.

An application form must be completed in all cases which can be obtained from the school office or on a parent's tour.

15 hour places for 3 year olds

All children in England are entitled to a 15 hour part time place of free Early Education from the term after they are three years old. This is known as the 'Universal 15 hour offer'. Places will be offered either from 1st September, 1st January or 1st April.

Part-time places for three and four year olds are offered by the Headteacher on an application basis. Places are either:

Morning sessions: Monday to Friday 9.00am to 12.00
Afternoon sessions: Monday to Friday 12.45pm to 3.45pm

30 hour (full time) places for 3 year olds

Some children in England are entitled to a 30 hour full time place of free Early Education from the term after they are three years old. This will be either from 1st September, 1st January or 1st April.

To qualify for this parents will need to provide the school with a 30 hour code. For further information, eligibility criteria and how to apply for a 30 hour code please go to the Government website 'Childcare Choices':

https://www.childcarechoices.gov.uk/

Parents must provide a 30 hour code and fill out an additional form from the school office in order to be eligible for the 30 hour offer.

Full time places are: Monday to Friday 0900-1545

Part Time places for 2 Year Olds

Due to the challenging nature of our garden and learning environment two year old places are allocated at the discretion of the Headteacher. There is no right to appeal as the children are not of statutory school age.

If there are places remaining after the older children have started, then places will be considered and offered to younger children. Two year olds are entitled only to a part time morning or afternoon place. Places will be offered the term after they are 2.6 years old. This will be either from 1st September, 1st January or 1st April.

To qualify for a Government 2 year old place parents will need to qualify for a 'Busy two's ticket' or pay for a place. To check eligibility for a 2 year old place go to:
https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds

If you are eligible you can apply using the 'Parent Portal' link: Parent Portal: Home (servelec-synergy.com)

Follow the instructions to apply for a 2 year old ticket. If your child is eligible for 15 hours you will receive a 'Busy two's ticket'. Once you have this ticket please share a copy of this with the school office. Once we have received and verified your ticket your child will then be offered a part time place (Monday to Friday either 9.00-1200 or 1245-1545.) Alternatively, parents are able to pay for a 2 year place. (Please see the section on paid places.)

Paid for Places

Where a parent is not eligible for Government funding, or a child isn't yet old enough to qualify, there is an option for parents to pay for a place. A parent can do this by paying a fee to Tachbrook Nursery School. For more information please see the 'Terms for a Paid for Place.'

A part or full time place may only be offered to children from two and a half years old at the Headteachers discretion. This will be dependent on the need, resilience of the child and how they are able to cope in the nursery environment.

Further details about the school can be found on our website:
www.tachbrooknursery.co.uk

More information on our 'Terms for Paid for Places' can be found on the school website or a paper copy can be requested from the school office:
https://www.tachbrooknurseryschool.co.uk/30-15-hour-places-paid-for-places/