



Brindishe
Federation

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Nursery Admissions Policy

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Admissions Information

Applying for a place in a nursery class at Brindishe Green or Brindishe Manor.

Please note Brindishe Lee does NOT have a nursery class.

How and when can I apply for a place in the nursery?

The nursery takes in children aged 3 and 4 years. You can apply for a place after your child has had their second birthday. Children may start in the nursery after the age of 3 years.

You can download a form from the website or collect an application form from the school any day from Monday to Friday between 9.00a.m. and 4.00p.m.

You will need to bring in your child's original birth certificate confirming the child's date of birth and parental responsibility (which will be copied and returned to you) and proof of address for both parents. This could be a council tax statement, gas, electricity or water bill, high street bank statement, tenancy agreement, mortgage statement or title deed. If you have recently moved to the area, we will require the following information: closing accounts for the original property, official confirmation of the end of tenancy, or house sale. A tenancy agreement with a commercial letting agency must be for more than 12 months and go beyond your child's start date, or solicitors' letter confirming the purchase of the new property. If a residence or court order is held this should be provided. We will need to see this proof before we can confirm an offer. The London Borough of Lewisham may check the details which you provide against records held within the Council and by other agencies. After we have verified the information, we will then confirm your child's admission to nursery if a place is offered.

Does applying early help my child to get a Nursery place at Brindishe Green or Brindishe Manor schools?

Places are not given on a "first come first served" basis. As long as you have registered in time, your application will be considered along with all of the others.

How many places are available?

At **Brindishe Green**, places at our Nursery are for either 30 or 15 funded hours per week Monday to Friday. 15-hour places are morning sessions from 8.45am to 11.45am. 30-hour places are full day from 8.45am to 2.45pm.

At **Brindishe Manor**, places at our Nursery are for either 30 or 15 funded hours per week Monday to Friday. 15-hour places are morning sessions from 8:50am to 11.50am. 30-hour places are full day from 8.50am to 3.00pm.

Can I apply to more than one nursery?

Yes. You can apply to any nursery in your local area. You can make multiple applications. However, you can only take up one free nursery place of 15 hours a week. You will need to pay for the additional place if you have your child in more than one nursery. If you are entitled to 30 hours, these can be split across 2 sites.

Can I pay for additional hours at a Brindishe nursery?

You are not required to pay for any hours attended as part of the 15- or 30-hours' entitlement. Payment for this is claimed directly from Lewisham Local Authority providing parents complete the appropriate termly funding forms for 15 or 30 hours.

At **Brindishe Green** and **Brindishe Manor**, you can request additional hours, these will be charged hours subject to availability. For children who do not receive any funding, use all their funding elsewhere or who wish to attend more than the 15 hours funding entitlement, we charge £6.75 per hour (£101.25 per week). The fee will increase each year in April, with an increment aligned to the payments Lewisham Council makes to the school for funded hours.

The school will only offer 15 additional hours, no more or no less, taking a nursery place from 15 hours to 30 hours.

Invoices are issued half termly with payment required the week prior to the half term starting. This can be by bank transfer or through the government Tax-Free Childcare account. Parents should contact the school if they wish to pay with alternative means such as workplace vouchers. Our hourly rate is the same for all families whether or not they are claiming 15- or 30-hours funding entitlement.

Fees are still payable where a child does not attend their session.

What is the required notice period at the nursery?

A minimum of one month's written notice is required for any changes to a child's hours, including increases, reductions, or withdrawal of hours. This notice period supports effective staffing and planning to ensure continuity of care.

When a family terminates their placement, the nursery will continue to claim the child's funded hours for the term in which the notice is given. During this period, the child will not be able to use their funded hours at another provider; however, this may be reviewed in exceptional circumstances. Any additional hours paid, will not be refunded.

How does my child get a place in the nursery?

Nursery education is not compulsory. It is non - statutory. Nursery places are in great demand. Not all of Lewisham's children get a nursery place in a school. Over half attend private or voluntary sector provision.

The Headteacher, in conjunction with Lewisham Education and the Director of Children and Young Peoples' Services, allocates places and decisions are made to give priority in the following order:

- a) To children in public care. A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).
- b) To children with an exceptional medical or social need for this particular school. There is discretion to admit a child who would not otherwise qualify for admission if they, or their family, have acute medical or social need for this school. (This must be supported by professional documentation clearly setting out the reasons why this school is the only one able to meet the child's needs).
- c) To children whose brother or sister (a sibling*) is on roll at one of the Brindishe Schools on the closing date for applications and is expected to be on roll at the school at the intended date of admission. (*Siblings must live at the same address, and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and stepsiblings.)
- d) To children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) To children living nearest to the school. All distance being measured in a straight line from home to the main school gate.

If the school is oversubscribed entirely with siblings, priority will be given to:

- those with exceptional social or medical need
- those living nearest

You are advised not to use false or fraudulent information in order to gain a place at the school.

The Headteacher has discretion over the balance of 3- and 4-year-olds in the nursery.

An existing child-minder's address may be taken into account to determine nearness if the child has a medical or social need for a place in the nursery. Any claim for a place on these grounds should be supported by professional documentation and the Headteacher will consult the admissions section of Lewisham Education before making a decision. The child's home address must also be in Lewisham.

What kind of needs matter?

The Headteacher considers the needs of the child not the needs of parent, carer or child-minder. A child's needs may include:

- language delay
- new to English
- learning difficulties
- difficult home/personal circumstances

When will I hear if my child has a place?

From April you will be contacted to confirm if you have been offered a place for the following September. We have a very high number of applications therefore we only write to you with an offer, we do not write to you if you are not offered a place. The nursery class is for children aged 3 and 4 years. Most children will have 3 terms in nursery (September- July). Some children may have up to five if spaces are available. Unfortunately, we can't always meet these ideals. Sadly, some are disappointed and are not offered places at all. Some can only be offered one or two terms.

What happens once I have been offered a nursery place?

The school will write to you and let you know when you will be able to visit the nursery with your child. This is known as an induction meeting and is intended to give your child the chance to meet their new teacher, and it will give you the chance to tell the teacher about your child. During the visit the nursery teacher will let you know the starting date and settling procedures for your child. They will also discuss the arrangements for ensuring that your child's start in the nursery is a happy and confident one.

What if my child doesn't get a place - Can I make an appeal to the Local Authority for one?

No. Nursery education is non statutory. This means it is not compulsory for children to attend a nursery.

Some of the children in the nursery are younger than my child and they've got places. Why is this?

Places are given according to the child's needs, circumstances and the distance they live from the school, not necessarily according to their age.

If my child has a place in the nursery, does it mean they will get a place in the main school?

No. Places in the main school are allocated according to the admissions criteria specified by Lewisham Authority. See 'Applying for a place in Reception'