



Starting Nursery 2021 - 2022

For children born between 1 September 2017 and 31 March 2019

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Introduction

This booklet explains how to apply for a place at Barrow Hedges Primary School's Nursery.

Before completing your application it is very important you read through this booklet so you understand how your application will be considered.

Always heavily over-subscribed, we are situated in a leafy, residential area between Wallington and Sutton. Our Nursery, which caters for 52 children split into two classes (morning and afternoon), is very much a part of our school so the Nursery children really benefit from having access to our extensive grounds and facilities. We know that Barrow Hedges is a happy school where children feel valued and where parents are welcomed as partners in their child's education. Every decision within the school is made by firstly considering what is in the best interest of the children. In this way, children lie at the heart of everything we do. Our school's motto is 'Believe to Achieve' and our Core Values are Care, Honesty, Respect and Responsibility. Visits to our Nursery are very welcome. Please check the website for our Nursery Tour dates.

Barrow Hedges was last inspected by Ofsted on 3rd and 4th February 2015. The school was graded as GOOD in all areas, including the Early Years. Ofsted stated that in the Early Years, *"staff ensure that the environment is safe and interesting. Children can choose stimulating activities in all the outdoor and indoor areas, and they enjoy these activities immensely. They behave well, play amicably with peers, share equipment and happily take turns."*

When can my child start Nursery?

Your child can join us in the term after they turn three years old. As a community primary school with a Nursery, the vast majority of our children join us each year in September. Occasionally places become available (if they have not all been filled for a September start date) so that children may join us in January, at the start of the Spring Term. We do offer an April intake but please be advised that this is only on the rare occasion that vacancies have not been filled or children leave us.

Our September 2021 intake is for children born between 1 September 2017 and 31 August 2018 inclusive.

For January 2022 intake is for children born between 1 September 2018 and 31 December 2018 inclusive.

For April 2022 intake is for children born between 1 January 2019 and 31 March 2019 inclusive.

** Children who join us in our January and April intakes can remain in our Nursery until they are eligible to start school.*

Can my child start Nursery earlier?

No, a child must be no younger than three years of age when they start nursery school. Alternative provision for younger children may be available in private nursery provision. For more information on private nursery provision please contact the Family Information Service.

The Family Information Service

Tel: 020 8770 6000

www.suttonfamilyinfo.org.uk Email: familyinfo@sutton.gov.uk

The Sutton online Family Information Directory to search for childcare, activities and other support services can be visited at www.sutton.gov.uk/fid

Can my child start Nursery later?

If your child's birthday falls between 1 September 2018 and 31 March 2019 it may be possible to start nursery later in the academic year, subject to the availability of places. If you are offered a place and do not wish to take it up immediately you may ask to be placed on a waiting list for a later term.

Are places full time or part time?

Barrow Hedges Primary School intend to admit (depending on need and applications received) 52 children from September 2021 into nursery each academic year – 20 morning places, 20 afternoon places and twelve all day places for those eligible for the extended 30-hour funding .

Our Nursery operates during term time only. Caterpillar Class runs from 8:45am to 11:45am. Tadpole Class runs from 12:15pm to 3:15pm. Classes are allocated by the school once you have accepted your place. Please be advised that you should only apply if your child is able to attend every morning or afternoon class.

What if there are more applicants than places available?

When the Nursery is oversubscribed, places will be allocated according to the following oversubscription criteria:

- i) **Looked After Children and Previously Looked After Children**
- ii) **Special Reasons*** - Children who have an exceptional professionally supported medical, educational or social reason which indicates a specific requirement for Barrow Hedges Primary School.
- iii) **Sibling**** - The child has a brother or sister in Barrow Hedges Primary School at the proposed date of admission.
- iv) **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 Nursery is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- v) **Proximity****** - Proximity of home to school; priority will be given to children living nearest to school and the distance will be measured in a straight line from the entrance to the school at Harbury Road to the centre of the pupil's home (see Appendix I).

The way places are offered means that all children who are eligible for entry in September 2021 will be given priority over children not eligible to start until January or April 2022. **Please remember there is no automatic entry to Reception class and a separate application must be made.**

Please refer to Appendix I – Further Explanatory Notes for clarification of our eligibility criteria.

Do I get priority for a Reception place if my child attends the Nursery?

Children attending our Nursery have no priority for admission to Reception. This is to ensure that parents who have decided not to send their child to Nursery will not be disadvantaged when applying for a Reception place. As such, it is not necessary for your child to attend our nursery class in order to gain a place in Reception at the school. A child may attend a Nursery class in one school but apply for a Reception place at a different school. **You will need to make a separate application for a place in Reception at the appropriate time, regardless of which Nursery school (if any) your child attends. Reception applications are coordinated by the local authority www.sutton.gov.uk/admissions.**

How do I apply for a Nursery place?

The application form to apply for Barrow Hedges Primary School Nursery during the 2021-2022 academic year is found on our website.

The closing date for applications is **15 January 2021**.

Completing the Application Form

If you wish to apply for a Nursery place at Barrow Hedges Primary School you must complete the online application form by 15 January 2021, together with a copy of your child's birth certificate and council tax bill or council tenancy agreement as proof of address.

It is important that the application form is fully and accurately completed and submitted with the appropriate evidence (see below). Applications will not be considered unless the appropriate evidence is submitted together with your application form.

Child's address

The address should be the child's permanent place of residence. It should not be a business, relative or carer's/childminder's address, nor is it permitted for a family to use a temporarily rented address to secure a nursery place for their child. The address will normally be the parent's address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the parent who receives Child Benefit in respect of the child. An application can only be made from a single address. **You are required to provide your current council tax bill. If you are a council tenant, you should provide a copy of your council tenancy agreement.**

If there is a formal equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

If you move address after completing the application form, you must write to inform us as soon as possible and provide evidence of your new address (please see page 10). The address to be used in the allocation process may vary depending on the date you moved.

Any offer of a place based on where the child lives is conditional on the child being resident at the address at the closing date for application, unless a subsequent move has been accepted for allocation purposes.

The school will investigate any applications:

- Where there are any doubts about the information provided
- Where information has been received to suggest a fraudulent application has been made
- Where records show a change of address within the previous 12 months

The school reserves the right to seek evidence from parents, council records, primary schools or any other sources deemed appropriate. The school may also make a home visit and/or seek assistance from third parties.

Any application which uses false information will be withdrawn and may be subject to legal proceedings. If an application is found to be fraudulent after places are offered, the place will normally be withdrawn.

Parent/Carer's Details

The person applying on behalf of the child should be the person with parental responsibility for the child. However, there may be occasions where this is not the case, and this should be indicated on the form.

Parental Responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Parental Responsibility is automatically acquired at birth by the natural mother and natural father, if he was married to the mother at the time of birth or they were married subsequently. For children born since 1 January 2003, the child's natural father will have Parental Responsibility if he jointly registered as the child's natural father following the child's birth. Other people can obtain Parental Responsibility by seeking a Parental Responsibility legal agreement, obtained with the consent of all persons with Parental Responsibility or by a court order, or when a child is placed with them for legal adoption. Step-parents, grandparents and other close relatives do not have automatic Parental Responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or not related at all to the child it is likely that you are a Private Foster Parent. In law this means you must tell your local Council you are caring for the child and also you must tell the child's parents (or the person with Parental Responsibility) about the application for a school place and obtain their permission. You can find more information of Parental Responsibility at <https://www.direct.gov.uk/parental-rights-responsibilities>.

If you are unsure about your status, you should submit your application with a covering letter to explain your situation.

Looked After Children

Children who are Looked After by a Local Authority, or were previously Looked After immediately before being adopted or subject to a residence order or special guardianship order, receive top priority for a school place. As such, if the child you are applying for is Looked After, it is important that you include this on the application form and provide supporting evidence from a social worker.

Please note that children adopted from overseas are not classified as children in public care.

Special Reasons

You are able to give a reason for applying to our Nursery. Whilst we will have regard to the information you provide, this alone would not normally give priority for a place. If you wish to apply under the "Special Reasons" criteria where there is an exceptional medical, educational or social reason, you must provide additional information and professional evidence to support your case which should be attached to your application form. This may include refugee/asylum seeker children. Medical, educational or social reasons will not be considered unless supported by evidence written by a professional in the relevant field.

Providing professional evidence does not guarantee your child priority at the school. The decision will be made by our Admissions Governors Committee who will consider whether the circumstances warrant a child being placed at our nursery and whether they should give the child priority over other applicants who may, for example, have siblings at the school or who may live closer.

If there are supported medical and social needs for mobility reasons, consideration for a priority place will normally only be given for our nursery if it is the nearest, unless you can demonstrate why our nursery, which may be further away than another, will be more appropriate for your child's needs.

Evidence to support a medical condition can come from the family GP or child's hospital consultant. This should confirm your child's condition and outline how it is managed. It should also confirm how it would affect your child in school and its relevance to a nursery placement. Common ailments such as asthma would not normally be given a priority placement. Any other medical conditions in the family may be considered but as a separate issue under social reasons. Parents are responsible for providing the evidence to support an application for educational, medical or social placement. Any application that does not have supporting evidence will not be considered under this criteria and the school is not responsible for ensuring parents provide it.

Please note that childminding arrangements are not taken into account as an exceptional social reason.

Siblings

A sibling refers to brother or sister, half brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If your child will have a sibling at Barrow Hedges Primary School at the time of application it is important that you include the sibling's details on the form to ensure that, if applicable, sibling priority is given. **You should not name any child who is not a sibling, or any child who will not be in attendance when the younger child is due to start.**

Returning your application form

Supporting Evidence You must provide:

- Evidence of address – current council tax bill or if you are a council tenant a copy of your tenancy agreement
- Evidence for special reasons to be considered
- Copy of your child's birth certificate

Closing date

The closing date for applications is **15 January 2021**.

Completed applications made after the closing date will be considered if vacancies arise e.g. for January or April intakes.

Acknowledgement of applications

Applications will not be acknowledged unless accompanied by a stamped addressed envelope.

When will I know if my application is successful?

Children born between 1 September 2017 and 31 August 2018

Letters giving the results of applications will be posted first class on **26 April 2021**.

You will be told if we are able to offer a place for your child. Where an offer is made, you will be given two weeks to decide whether or not you want to accept the place.

If you are not offered a place your child will be placed on the waiting list for the remainder of the academic year. Vacancies arising after the initial allocation will be offered to children on the waiting list, based on the admission arrangements set out in this booklet.

Children born between 1 September 2018 and 31 December 2018

Letters giving the results of applications will be posted first class on 3 November 2021.

Children born between 1 January 2019 and 31 March 2019

Letters giving the results of applications will be posted first class on 3 February 2022.

If you are not offered a place for the Spring or Summer terms your child will still be eligible to be considered for a place for Autumn 2022; if you would like your child to be considered for a place at this time you will need to complete a new application for this admission year

There is no formal appeal system if you do not get offered a place in our Nursery.

Can I defer my child's place at Nursery?

No. If you are offered a place in our nursery but you do not wish your child to start until a later term, the place will be withdrawn and your child's name will be placed on the waiting list for the later term.

If you miss the closing date your application will be treated as a late application. If vacancies remain at Barrow Hedges Primary School Nursery after all on-time applications have been considered you may be allocated a place. However, if we are oversubscribed your child's name will be added to the waiting list.

Change of address

If you move at any time after submitting an application to us, you must advise us immediately and provide proof of your new address, so that we can update our records and ensure that correspondence is sent to the correct address. Proof of your new address should include either a copy of your tenancy agreement or a copy of a solicitor's letter confirming the sale/purchase (this must be after completion has taken place). Exchange of contracts or a future completion date will not be accepted.

The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such, failure to tell us about a new address may result in an incorrect allocation of nursery places. If you fail to tell us about a house move, we may withdraw your application or any offer of a nursery place that has been made.

I do not live in London Borough of Sutton, can I apply for a Nursery place at Barrow Hedges Primary School

Yes. If you live outside of the borough you can still apply for a nursery place using the form at the back of this booklet. However, if we are oversubscribed places will be allocated based on the arrangements set out in this booklet.

How will waiting lists be managed?

Your child will automatically be added to our waiting list in the following circumstances:

- If you are not offered a place at the initial allocation
- If you submit a late application, and we are oversubscribed with applications who applied on time
- If you are applying for a Nursery place for a child who is already 3 years of age and we are already full

The waiting list will be ranked according to the school's admission criteria. No priority can be given to children according to the date their application was received or their name was added to the list.

As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists.

You should note that your child's position on a waiting list may go down as well as up. This is because other children might be added to the nursery's waiting list that have greater priority for a place against the admission criteria. This can happen when new families move into the area or when other families ask to go on the waiting list for a nursery after the initial allocation date.

Waiting lists will not be carried forward to the 2022-2023 academic year. If your child is not offered a place in 2021-2022 but will remain eligible for a nursery place in 2022-2023 a new application will need to be completed and returned to the school office by 15 January 2022.

Further Information

1. Before returning your application please check that you have included the following information:

- Child's name
- Child's date of birth
- Your postcode
- Details of siblings at Barrow Hedges Primary School
- Any relevant medical or social evidence to support your application
- Copy of your child's birth certificate
- Current council tax bill or council tenancy agreement
- Please ensure the form is signed and dated

2. If your circumstances change after you have submitted your form, you must notify us in writing at:

Nursery Admissions
Barrow Hedges Primary
School
Harbury Road
Carshalton
Surrey
SM5 4LA

Or email at:

admissions@barrowhedges.com

3. Nursery education is not statutory; your child does not have to attend a school nursery.

Useful Contacts

Family Information Service

www.suttonfamilyinfo.org.uk e-

mail: familyinfo@sutton.gov.uk

Tel: 020 8770 6000

Sutton online Family Information Directory: www.sutton.gov.uk/fid.

Childcare Choices (to confirm funding eligibility) <https://www.childcarechoices.gov.uk/>

London Borough of Sutton – Childcare Funding

https://www.sutton.gov.uk/info/200243/childcare/1627/childcare_funding/6

Appendix I – Further Explanatory Notes

Please find below further explanation of our eligibility criteria:

(ii) Special Reasons*

There are exceptional medical, educational or social reasons for admitting the child, which indicate a specific requirement for Barrow Hedges Primary School. This may include refugee/asylum seeker children. Medical, educational or social reasons will not be considered unless supported by professionally written evidence. This evidence should be submitted alongside the application before the closing date for applications; childminding arrangements are not taken into account as an exceptional social reason.

(iii) Sibling** Sibling refers to brother or sister, half brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Siblings in Year 6 at the time of an application to start Reception in the following academic year will not qualify.

(iv) Definition of staff***

The term 'staff' refers to ALL staff.

(v) Proximity****

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

The point within the school to be used in any distance calculation will be the main entrance to the school building at Harbury Road. All distances will be measured in a straight line between the school entrance at Harbury Road and the centre of the pupil's home and for share properties, e.g. flats, the measurement is taken from a designated centre of the building using the computerised Geographical Information System maintained by Sutton's School Admissions team, with those living closer to the school receiving higher priority. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application.

The address to be used for the initial allocation of places in Nursery will be the child's address at the closing date for application unless a subsequent move is accepted for allocation purposes. The address to be used for the waiting list after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date.

Parents have a responsibility to notify the school of any change of address. Where two or more applicants share priority for a place e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by drawing lots.

Where a parent applies for entry into the Nursery for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.