

Purley Partnership Federation



Purley Nursery School
Achieving and growing together



Christ Church Primary School
Nurturing lifelong learners with God's guidance

Admissions Policy for Purley Nursery School *Written March 2026, to be reviewed February 2027*

1. Introduction

This policy sets out the core admission arrangements to Purley Nursery School.

These arrangements seek to comply with Croydon Council Community Schools Admission criteria, the Local Conditions of Funding and the Statutory Guidance for the Delivery of Free Early Education for Two, Three and Four Year Olds.

The Purley Partnership Federation Governing Body has a responsibility for applying the Local Authority's admission arrangements for nursery education in accordance with the set criteria.

- **Places available under this policy:**

- All three and four year olds are entitled to up to 570 free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as the Universal Entitlement.
- Eligible two-year-olds who are entitled to up to 570 free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as the 2YO Receiving Additional Support (RAS) Entitlement.
- Eligible three and four year olds of working parents who are entitled to up to 570 additional free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as the Extended Entitlement.
- Eligible two-year-olds of working parents are entitled to up to 570 free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as the 2YO Expanded Entitlement. This increases to 30 hours from September 2025

For further information on free and funded eligibility, please see Appendix A.

Purley Nursery School must have confirmation of a child's funding eligibility before they are allocated a place. It is the responsibility of the parents to apply for and supply Purley Nursery School with any necessary eligibility code(s) and for any renewals that need to be made.

- **Dates of eligibility**

Places are made available, in line with funding eligibility, from the start of the term beginning on or following the dates set out below:

- Children who become 2 years or 3 years in the period 1 January to 31 March in any given calendar year become eligible at the start of term beginning on or following 1 April
- Children who become 2 years or 3 years in the period 1 April to 31 August in any given calendar year become eligible at the start of term beginning on or following 1 September.
- Children who become 2 years or 3 years in the period 1 September to 31 December in any given calendar year become eligible at the start of term beginning on or following 1 January.

2. Admissions Criteria

Applications for 3 year olds and 2 year olds will be considered separately.

For 2 year olds, RAS funded places will be considered before any expanded or privately funded applications.

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants.

The Purley Partnership Federation Governing Body will consider all applications in accordance with the following criteria, set out in priority order.

1. Looked-after children and previously looked after children. (See Note 1).
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.
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. (See Note 2).
4. Children of staff employed by either school in the Purley Partnership Federation for at least two years, at the time of 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.

5. Distance: Proximity of the child's home to the school, with those living nearer being accorded the higher priority. (see Note 3)

Note 1 - 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 arrangements residence order or special guardianship order, immediately after being looked after. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant document.

Note 2 - The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, outreach worker or education welfare officer on the basis of the child's special educational needs. Examples of special educational /social needs, in no order of priority, might include:

- Identified emotional and behavioural difficulties;
- Lack of personal interaction and stimulation;
- Identified social communication difficulties;
- Identified speech and language difficulties;
- A registered disability.

Note 3 - 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 point 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 will be asked to provide documentary evidence to confirm an address and parental responsibility. Child minding factors or a parent/carer's workplace cannot be taken into account when allocating places at over-subscribed schools.

- **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 school or Local Authority.

3. Procedure for admissions

Parents and carers who are interested in making an application to the nursery will need to complete an application form and return it to the school. Forms are available from the school office and on the school website.

The main allocation of places for each academic year takes place in March when parents will be advised of the availability of places and options for September. If places are available, subsequent allocations take place in November (for admission in January) and February (for admission in April).

Any child who is not able to be offered a place may have their name held on a waiting list. This will be reviewed whenever a place becomes available and will be considered by date of application until the next round of allocations is made. For these subsequent allocation rounds any applications still being held on waiting lists will be re-considered alongside all new applications in accordance with the admissions criteria set out in section 2.

Allocations for September places will take place in March.
The deadline for these applications will be 28th February.

Allocations for January places will take place in November.
The deadline for these applications will be 31st October.

Allocations for April places will take place in February.
The deadline for these applications will be 31st January.

- **When a child who already attends the Nursery reaches Three Years Old**

Once placed, a funded two year old will usually become eligible for their early education entitlement at age three at the same provision. Should the nursery not have an available three year old funded place parents and carers will be informed in advance. The child will remain in the 2 year old provision until a space becomes available. 2 year olds in the setting will have priority over other children when a place for the Nursery setting is requested.

As soon as a place has been offered, Parents/Carers will need to formally accept their place by returning a signed copy of the Croydon Free Entitlement Parental/Carer Agreement, including details of their funding eligibility codes. The Nursery staff will also need to see the child's full, original birth certificate and proof of address.

4. Patterns of Attendance at Purley Nursery School

The core offer of attendance at Purley Nursery School is three hours per day, five days a week Monday to Friday during term time only and for Extended or Expanded entitlement six hours per day, five days a week Monday to Friday during term time only. These entitlements cannot be amalgamated to fund a condensed number of days.

Places will be offered in the following patterns:

Morning sessions - 8.30-11.30, Monday to Friday; or
Afternoon sessions - 12.30-3.30, Monday to Friday; or
30 hour funded sessions - 9:30-3:30, Monday to Friday.

The Purley Partnership Federation Governing Body may, in exceptional circumstances and only when it is deemed to be in the best interests of the child, consider making other offers. This will be agreed by holding an extraordinary meeting of the Admissions Committee upon recommendation by the Head of School and/or Executive Head Teacher.

5. Extended Services

Purley Nursery School are required to offer early learning and care in a flexible way, as such extended services and wrap-around care is available. These are usually only available for our 3 and 4 year olds and there is a limited number of places. All extended services are subject to availability and a contractual agreement that must be made in advance. Parents/carers should note that all additional hours are discretionary and may be withdrawn if it is felt the long day is detrimental to the needs of the child or for non-payment of fees. In these circumstances a notice period of four weeks will be given.

Additional Nursery sessions:

Morning session - 8.30-11:30 daily

Afternoon session - 12:30-3:30 daily

Early start session - 8:30-9:30 daily - available for children accessing extended and expanded 30hr sessions only

Breakfast Club sessions:

Early Breakfast Club 7:45-8.30 daily (includes food)

Breakfast Club 8.00-8.30 daily

Lunchtime sessions:

11.30-12.30 daily

If a child has a morning place and is paying just for a lunch session they will need to be picked up 12.30pm. If a child has an afternoon place and is paying just for a lunch place they will need to arrive for lunch at 11.30am. Parents must provide a packed lunch.

After School Club sessions:

3:30-5:00 daily (includes snack)

3:30-6:00 daily (includes snack and a small meal)

All prices are detailed on our contracts and are available from the school office and on our website. These prices may be subject to change. Parents and Carers will be informed of any changes in advance of them taking effect.

No ad-hoc arrangements can be accommodated except in cases of emergency. These will need to be made with the Head of School.

Appendix A:

- **15hr Universal funding entitlement for 3 and 4 year olds**

All 3 and 4 year olds who live in England are entitled to this offer irrespective of income levels, benefit status or family circumstances. The entitlement allows for 15 hours of universally funded free education in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. This applies until they reach compulsory school age¹ the term following their fifth birthday and cannot be used once a child has started in a Reception school place.

- **15hrs for families receiving some additional forms of support (RAS) for 2 year olds**

Some 2 year olds who live in England can get funded early learning if they get any of the following benefits:

- Income Support

- income-based Jobseeker's Allowance (JSA)

- income-related Employment and Support Allowance (ESA)

- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also get funded childcare if they:

- are looked after by a local authority

- have an education, health and care (EHC) plan

- get Disability Living Allowance

- have left care under an adoption order, special guardianship order or a child arrangements order

No income thresholds apply.

- **30hr Extended/Expanded funding entitlements**

If you live and work in England you may be entitled to an extended/expanded offer of 30 hours funded childcare support from the term after your child turns 9 months old (from September 2025), until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job

- on sick leave or annual leave

- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

¹ Compulsory School Age is defined at Section 8 of the Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607). A child reaches compulsory school age either on or after their 5th birthday, on whichever of the following dates is either on, or the first to follow, their birthday: 31st August, 31st December or 31st March.

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

Families may also be able to access other forms of help with childcare costs e.g. Universal Credit Childcare, Tax Free Childcare and School aged childcare.

This information is subject to change. More information about eligibility and how to apply is available on the **Government Website, Childcare Choices:**

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