
High View Primary School



Opportunities to Thrive

Free Entitlement Funding (FEF) Policy and Nursery Admissions

Academic Year Sep 2025 - July 2026

AutumnTerm 2024

Date for review: Summer Term 2025

High View Primary School Admission Arrangements

1. Entry to Nursery

High View Primary School has nursery provision on the same site as the main school. A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available. Parents applying for places for their children will be expected to accept and uphold the character and ethos of the school and follow school policies.

2. Number of places and hours offered

There are a minimum of 26 full time equivalent places in the nursery (see note E), with each session lasting 3 hours. These will be allocated according to the Admissions Criteria. The allocation is not based on whether the applicant requires a 15 or 30 hour per week place. We offer three different models for the allocation of these places subject to availability. The models offered are:

- Full Day Place (30 hours): Morning: 8.30am-11.30am and Afternoon 12.30pm – 3.30pm subject to eligibility for the Government funded 30 hour provision. Parents/Carers can opt to pay for their child to stay at school for the lunchtime provision 11.30am to 12.30pm, at a cost of £6 per day payable half-termly in advance. A healthy packed lunch must be provided (see note F)
- Morning Session 5 mornings a week (15 hours) 8.30am-11.30am
- Afternoon Session 5 afternoons a week (15 hours) 12.30pm-3.30pm

Please note the lunchtime provision is only available for 30 hour children.

Specific numbers for each session will be decided, depending on demand, and will be at the school's discretion.

3. Admission Criteria

The Local Authority has delegated the admissions to Nursery children to High View Primary School. Parents wishing to apply for a place must complete the application form and submit it to the school in the school year before they are due to start in Nursery. Applications for starting Nursery in September 2025 are open from mid October 2024 to 15th January 2025. Any application received after 15th January 2025 will be considered as a late application. Parents will be advised of a place for admission in September 2025 during week commencing 24th March 2025 at the latest.

For entry into the Nursery in January 2026, should places be available, parents will be notified by the end of October 2025.

For entry into Nursery in April 2026, should places be available, parents will be notified by the end of February 2026 at the latest.

Please note that intake for January and April are not guaranteed, this is dependent on places still being available after our main September intake.

Admission to the school's Nursery does not guarantee admission to the Reception class at High View Primary. The school participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary School. Applications for Reception must be made through the child's home Local Authority.

Nursery Places will be offered in accordance with the following order of priority:

- a) Looked after children or previously looked after children (see note A)
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see note B)
- c) Where a sibling is already in the main school at the time of admission (see note C)
- d) Straight line distance between the child's home address and the main school (see note D)

Where oversubscription occurs in categories (A)-(C) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (D), and home to school distance is equal, rank order will be drawn by lots.

Please note children with an Education Health & Care Plan naming the school will be admitted before all other applicants. The admission number in section 2 will be adjusted to take this into account before the remaining places are offered to other applicants.

The needs of the individual child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance rests with the Headteacher.

Parents/Carers are given three weeks from offer date to accept or decline the offer of a place.

4. Notes

A) Looked After Children or Previously Looked After Children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after.

B) Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Admissions Committee will consider if the evidence provided demonstrates that the child must attend this school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

C) Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step 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 Nursery in September 2025, January or April 26 will not qualify as a sibling.

D) Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

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 normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Nursery will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions 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 and Local Authority of any change of address.

Please note: Address verification and DOB checks are conducted and we reserve the right to conduct additional checks.

E) Full Time Equivalent Places

The 26 full time equivalent places in the Nursery can be either 30 hours (if eligible) full time or all morning or all afternoon sessions of 3 hours each, Monday to Friday, 38 weeks of the year. The option to stay for lunch, is available to our 30 hour children, at a cost of £6 per day payable half-termly in advance. The school will make every effort to accommodate parent preferences but this cannot be guaranteed.

F) 30 Hour Places and Parental Declaration

In order to access the funding, parents/carers must complete a declaration. Declaration forms will be provided by the School Office. Funding is dependent on the form being completed and parents should note they may be liable for the cost of childcare if a form is not completed within the stipulated time frame. Parents are responsible for applying for 30 hour provision and checking their eligibility every 3 months as and when reminded by the Government. If a parent loses eligibility there is a grace period so the full time nursery place can be retained for a short period. Once the grace period ends the nursery place will revert to either an AM or PM place. Grace Periods only apply once a child has started at High View.

G) Funding

Parents must be aware that if their child attends for fewer than 5 days, even for a longer session, they will not receive their maximum funding.

5. Waiting Lists

Where there are more applicants than places available, waiting lists will operate according to the admission criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

Children applying for nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the 2026/27 academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

6. Appeals

There is no right of appeal against a decision not to offer a nursery place as it is a non-statutory provision.

Written by: Jo Riches

Autumn 2024

To be reviewed:

Summer 2025