
High View Primary School



Opportunities to Thrive

Free Entitlement Funding (FEF) Policy and Nursery Admissions

Academic Year Sep 2026 - July 2027

AutumnTerm 2025

Date for review: Summer Term 2026

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. In exceptional circumstances a child may be admitted to Nursery in the term they turn 3.

2. Number of places and hours offered

There are a minimum of 24 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. For the school year 2026-2027 we will prioritise applications for families who are eligible for 30 hour funding. 15 hour places will only be available if spaces still remain after 30 hour offers have been made. (see admissions criteria in section 3)

We will offer two different models for the allocation of these places subject to availability. The models offered are:

1st Priority - 30 hour funded place Our nursery setting will be open between 8.40am and 3.10pm each day. The 30 hours of funding will be allocated across four and half days, with funding used for the following hours.

Monday - 8.40am to 3.10pm = 6.5 hours
Tuesday 8.40am to 3.10pm = 6.5 hours
Wednesday 8.40am to 12.40pm = 4 hours
Thursday 8.40am to 3.10pm = 6.5 hours
Friday 8.40am to 3.10pm = 6.5 hours
Total funded hours = 30 hours

Additional hours (30+)

Our 30 hour families will have the option to pay for an additional 2.5 hours on Wednesday afternoons, to enable their child to remain in the nursery setting until

3.10pm. The cost for this will be £17.50 per week, payable half termly in advance. This is our 30+ option.

If parents do not wish to pay for the extra hours on Wednesdays, their child will need to be collected from nursery at 12.40am.

Lunch

Children will be in nursery for lunch each day and will have the option to pay for a school provided meal, current cost £2.65 per day (this may increase for school year 26-27) or families can provide a healthy packed lunch.

2nd Priority - 15 hour funded place If spaces still remain after our 30 hour applicants have been offered places, we may be in a position to offer 15 hour funded places.

For our 15 hour children the funded hours will be spread across 5 mornings,

Monday to Friday - 8.40am to 11.40am 3 hours per day = 15 hours

Additional hours (15+)

Our 15 hour families will have the option to pay for an additional 3.5 hours per day to enable their child to remain in the nursery setting until 3.10pm. The cost for this will be £24.50 per day, payable half termly in advance. This will be our 15+ option.

If parents do not wish to pay for the extra hours, their child will need to be collected from nursery at 11.40am.

Lunch for 15+ children

Children on our 15+ option will be in nursery for lunch each day and will have the option to pay for a school provided meal, current cost £2.65 per day (this may increase for school year 26-27) or families can provide a healthy packed lunch.

Please note the lunchtime provision is only available for children on our 30 hours, 30+ and 15+ options.

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 2026 are open from mid November 2025 to 31st January 2026. Any application received after 31st January 2026 will be considered as a late application.

Parents will be advised of a place for admission in September 2026 during week commencing 23rd March 2026 at the latest.

For entry into the Nursery in January 2027, should places be available, parents will be notified by the end of October 2026.

For entry into Nursery in April 2027, should places be available, parents will be notified by the end of February 2027 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:

Priority 1 - Government funded 30 hours eligibility

These applications will be then be ranked in accordance with the following criteria.

- 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)

Priority 2 - Government funded 15 hours eligibility

These applications will be then be ranked in accordance with the following criteria.

- e) Looked after children or previously looked after children (see note A)
- f) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery (see note B)
- g) Where a sibling is already in the main school at the time of admission (see note C)
- h) 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, who is currently in Reception to Year 5. Siblings in Year 6 at the time of an application to start Nursery in September 2026, January or April 27 will not qualify as a sibling, as they will no longer be at High View at the time of nursery entry.

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) 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 30 hour nursery place will end and parents can choose to change to our 15 hour or 15 hour + options, or remove their child from the nursery. Grace Periods only apply once a child has started at High View.

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. Unless the application was received after our published deadline 31st January 2026. Late applications are ranked in accordance with date received after the deadline and are only considered if spaces remain after on time applicants have been offered places.

Children applying for nursery who are not offered a place will be automatically added to the school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the 2027/28 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: A Moth

Autumn 2025

To be reviewed:

Summer 2026