



THE FEDERATION OF HACKBRIDGE PRIMARY SCHOOL & SPENCER NURSERY SCHOOL

Spencer Nursery School Admission Arrangements

1. Entry to Spencer Nursery School

Spencer Nursery School offers provision for children aged 0-2 (Ladybirds class), 2-3 (Bumblebees class) and 3-4 (Fireflies class). All applications must be made directly to the school.

Although we are federated with Hackbridge Primary School, entry to nursery at Spencer Nursery School does not guarantee a reception place at Hackbridge Primary School. Applications for starting reception must be made to the London Borough of Sutton directly.

Spencer Nursery School will try to allocate places in the next classes for children who attend Ladybirds and/or Bumblebees. However, there is **no** guarantee of a place for when your child is due to transition to the next class. Individual advice will be given to all families.

2. Applications

2.1 Ladybirds (0-2 years) and Bumblebees (2-3 years)

- Applications for places in Ladybirds and Bumblebees must be made using the relevant application form, which is available from the school office or school website.
- Parents/carers must ensure they complete the form fully before returning it to the school office.
- Identification, such as proof of address, may be required.
- Submitted applications will be placed on a waiting list until a place is available. Applicants are contacted in order of application, with priority being given to children with SEND.

2.2 Fireflies (3-4 years)

- In accordance with the Sutton Community Schools Admissions Arrangements for Entry in 2018/2019:
- Applications for places in Fireflies must be made using the relevant application form, which is available from the school office or school website.
- Parents/carers must ensure they complete the form fully before returning it to the school office.
- Identification, such as proof of address, may be required.
- Children will be admitted the term after their third birthday.
- Submitted applications will be placed on a waiting list until a place is available.

3. Admissions and Oversubscription Criteria

3.1 Ladybirds (0-2) and Bumblebees (2-3)

A waiting list will be in operation for places if required. When the classes are oversubscribed, applications will be ranked as follows:

1. Looked-after children or previously looked-after children
2. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend
3. Where a sibling is already in attendance

3.2 Fireflies (3-4)

A waiting list will be in operation for places if required. When Fireflies becomes oversubscribed, applications will be ranked as follows, for admission in 19/20:

1. Children who have reached the age of 3 years before 1st September 2019
2. Children who have reached the age of 3 years before 1st January 2020
3. Children who have reached the age of 3 years before 1st April 2020
4. Looked after children or previously looked after children
5. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend
6. Where a sibling is already in attendance

4. Waiting Lists

Waiting lists are operated for each class as detailed above.

5. Appeals

There is no right of appeal against a decision to not offer a nursery or childcare place.

6. Notes:

6.1 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.

6.2 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 school will consider if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school. Applicants will not be individually advised if their application has been prioritised under this criterion.

6.3 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's/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

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