



Keyworth Primary School

Admissions Policy for Little Stars and Nursery

This policy sets out the admissions to Keyworth Primary School Nursery, and Keyworth Little Stars Nursery. Please note, children who attend Keyworth Primary School Nursery will not automatically transfer to the main school. Parents and carers must apply separately for Reception through Southwark Local Authority. Even if a child has a nursery place we cannot guarantee he/she will automatically be offered a place in Reception at Keyworth Primary School.

Admissions to Keyworth's Little Stars

Keyworth Primary School's Little Stars, provides childcare and preschool education for families of 2-year olds who are eligible for a government-funded place. We are also able to offer privately funded places, if there are spaces available.

Keyworth Little Stars for the academic year of 2021/22 has a capacity of 12 morning places. The current capacity will be reviewed year on year, with the potential to increase place size, dependent on the uptake of places.

Once children have been accepted into the Keyworth Little Stars provision, they are automatically enrolled into Keyworth's Nursery for 3 and 4-year olds. Children transition into the main nursery the term after they turn 3 years of age.

Little Stars -Government Funded Places

From the term after their second birthday, some children are entitled to 15hrs of free Early Years education per week during term time. The free hours are given by the Local Authority and can be applied for online or via a paper application form which is available at the school office.

Once the initial application has been made, the office will ask to see receipt of an email and application/eligibility code. The school will not offer parents a free 2-year-old place unless parents are able to provide a confirmation of eligibility email/letter and a 2-year-old eligibility code beginning with TYF210XXXXXXXXXX.

All children attend the morning session 8.45am- 11.55am 5 days a week during term time.

Privately Funded Places

We also offer full time privately funded places for children once they have turned two. These are available in term time only and mirror the same times as government funded places. (8.45-11.55am)

Admissions Procedure

Applications for Keyworth's Little Stars can be made through the School Office once a child has reached their 1st birthday.



If Little Stars is oversubscribed, the following criteria will be used to allocate places:

- Children who are entitled to free provision
- Siblings of children already attending Keyworth or of children who have been allocated a place at Keyworth in the coming year and children of the Keyworth or Bessemer Federation staff members.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local authority and the school that these can be best met at Keyworth Primary School, supported by current written evidence from an appropriate professional.
- Children whose applications are received first.

Admissions to Keyworth Primary School Nursery

Keyworth Primary School Nursery, provides pre-school education for families of 3-4-year olds. Children are eligible to attend the nursery in the term following their 3rd birthday. Applications are made by completing an application form available from the school office.

If the Nursery is oversubscribed, children will be placed on a reserve list and may receive a place if one becomes available during the school year.

We aim to ensure that all sections of our community have access to our Early Years provision through open, fair and clearly communicated procedures.

The following criteria will be used to allocate places:

- Children in the care of the local authority (Looked After children) or who have previously been in Local Authority care.
- Children of staff working at Keyworth Primary.
- Children who are attending Keyworth's 'Little Stars' at the time of application and are still attending at the time of transition to the school nursery.
- Children with siblings already attending the school, who will still be on role at the date of admission of the new pupil (Siblings refers to other children living in the family unit at the same address). This includes children who have a sibling who have been allocated a reception place, even if they have not yet started school.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local Authority and the school that these can be best met at Keyworth Primary, supported by current written evidence from an appropriate professional.
- Children for whom Keyworth Primary is the closest nursery setting (measured as the crow flies from the main school gate).

Nursery - Free Statutory 15 hours places (AM/PM)

Children are entitled to 15 hours of free Early Years education per week during term time. Nursery Parents have the option of a morning or afternoon place. Morning sessions start at 8.45- 11.45am and afternoon sessions start at 12.30-3.30pm



Nursery - 30-hour places - Government Funded.

Keyworth Nursery also accepts children of families who are eligible for the free additional 15hrs of childcare. Parents can check their eligibility using the Southwark's local authority website. Eligible families will be given a code which entitles parents to an additional free 15 hours in addition to their statutory 15 hours per week.

30-hour places – school funded

Each academic year where possible, the school will allocate free half day sessions to children identified as having a particular need for full-time provision. These are free places and paid for using the EY Pupil Premium funding.

Nursery Lunches

All nursery children are able to stay for lunch at Keyworth Primary School. If children are attending for a 15-hour session, £3 is charged per day for lunchtime supervision.

Parents of children attending a 30-hour session will have the following options:

Attending 5 days per week (Monday- Friday) – lunch supervision charged at £3.00

Attending 4.5 days per week (Monday-Friday)- lunch supervision free of charge.

Parents are also able to take their child home for lunch where no cost will be applied.

Nursery Charges and Attendance

Children need to attend Nursery regularly in order for their place to be retained.

Charges due to absence

Full charge applies for the first 2 days of absence. A doctor's note must be provided if the absence continues past 5 days, or charges will be reinstated.

Absence not related to illness

Charges for place and supervision still apply for entirety of absence. Lunch is not charged