Lambeth Nursery Schools' Federation
Acting Executive Headteacher: Luke Page
Chair of Governors: Marc Newall
Holmewood, Maytree, Triangle, Effra and Ethelred Nursery Schools
with Maytree, Tree House, Clapham Manor @ Triangle, Effra & Ethelred Children's Centres

Admissions Policy

This policy has been agreed and adopted by the Governing Body on:

Date: 25th June 2026 **Signed by Chair of Governors:** Marc Newall

Policy review period 7 years:
Reviewed: Sum 2026
Next review: Sum 2033

Please note: check our website regularly to ensure you have the latest version of this policy as it may be reviewed mid-cycle.

Documents consulted:
- Early Years Foundation Stage 2017
- 30 hours free childcare: eligibility March 2017
- Lambeth model policy for early years

Aim of this policy

To ensure the admission criteria to attend any of our schools is clear.

The school is registered with Ofsted to provide places for children aged 2-4.. We are open term time only for 38 weeks of the year.

In most cases children attend 5 days a week and have either a full time place or a part-time place.

Breakfast and after-school provision are offered at all schools and parents/carers pay for this. Information regarding this is available on the websites or by contacting the schools directly.

Applying for a place in one of our schools

To apply for a place in one of our schools, please complete an application form which can be found on our school websites.

Parents and children will be invited to attend a tour of the school. Please note that your child must attend this tour.

Our funded deliverable hours for Universal Entitlement of 15 hours per week and children attend either five morning sessions or five afternoon sessions.

Our funded deliverable hours for the Extended Entitlement of 30 hours for eligible working parents is from 9am - 3pm for five days. Places are strictly limited and allocated in line with the admissions policy criteria as detailed below.

Check your eligibility for funded childcare here:
https://childcare-support.tax.service.gov.uk/par/app/applynow

We advise that you make an application to the school as soon as possible.

Applying for a place in one of our Nurture Provisions

In some of our schools we have a Nurture Provision. These are resource bases for children with complex special educational needs and are commissioned by the local authority.

When we meet a family where we believe the Nurture Provision would be the most effective place we can offer a child, we will send the application form and a referral to the local authority for a place. The local authority will discuss this application at a panel meeting and inform us of their decision. If a decision is successful, parents will be given an offer letter

and asked to sign for consent for their child to be included on our register of children with special educational needs. If a decision is unsuccessful, we will meet again with a parent and carer to discuss this.

Please note that, as advised by the local authority, if a child is offered a place in one of our Nurture Provisions and they then move out of the borough, funding must be secured from the new borough they have moved to. If funding cannot be made by the new borough, the child may not be able to continue to attend the provision.

Allocation of places

The Lambeth Nursery Schools' Federation will not disadvantage or discriminate against any child or family and will be open and transparent in offering places in the schools.

The schools in the Lambeth Nursery Schools' Federation follow the admission criteria set by Lambeth Council for selecting and offering places to local children. Children will be accepted in order of priority set by the Governors and staff. These properties are as follows:

1. Children in care or previously in care
2. Children referred by outside agencies with Special Educational Needs
3. siblings currently or previously attending one of the schools
4. Distance measured in a straight line (as per Primary School admissions criteria)

Acceptance of a place and enrollment into our school

Once it is confirmed that we can offer a place to your child, parents and carers are asked to sign an offer letter. This letter confirms that the school will receive government funding for your child's attendance hours and that this is not being received by another provider.

Parents and carers will need to show us proof of their child's identity (i.e. birth certificate, passport) and proof of their address (i.e. a utility bill). We would also ask that other relevant information is shared with us to ensure we best support your child to settle (i.e. any referrals or assessments that have been made, or your child's 2 year old check).

We ask for a voluntary contribution to our school fund.

Families are encouraged to advise us at the earliest opportunity if they do not intend to take up their offered place.

Starting school

In most cases, children and families are invited to join us prior to starting at the schools, to get to know staff and explore the school environment.

Immediately prior to starting at the school, staff will attend a home visit. This is an important part of developing a relationship with you and your child.

Families are asked to stay on site for your child's first session, which will be for a reduced period of time, and possibly until the child has settled. This will be at the discretion of your child's key person. Some children may need longer to settle and every effort is made to support your child to settle in smoothly. We will always endeavor to work with families, but must keep the needs of your child at the heart of all decisions made.

Attending our schools

We ask that children attend regularly and arrive on time for their session. It is important for children to develop a healthy and regular attendance, which will then continue into Primary School.

We recognise that in exceptional circumstances, children will need to travel and be unable to attend school. For any holidays attended that do not constitute an emergency, a holiday request form will be completed by the parent/carer and this absence will be marked as unauthorised in the registers.

It is important that you share any medical conditions your child may have with us and to

keep us updated of any medication, support or changes. You will be asked to complete a medical care plan which will outline ongoing management of this medical condition and any actions to take in an emergency.

Children will be asked to bring a packed to school on the days they are staying for lunch. For the benefit of keeping everybody safe, we ask that lunches are healthy and do not have any products that contain nuts.

For children in receipt of Free School Meals, the school will make arrangements for a voucher to be provided to parents and carers to pay towards the cost of a packed lunch, which can be prepared at home.

Over subscriptions

In the event that we receive a higher number of applications to the school than we have available, we will use the criteria detailed above to offer places.

Non attendance at the school

If a child does not attend our school regularly, we will ask to meet with a parent and carer to discuss this. We will endeavor to work together to support your child to attend regularly. If a child does not attend for 5 days and contact cannot be made with the parent/carer, two staff members will complete a welfare visit to the home.