



Pembury House Nursery School and Children's Centre Admissions Policy

Ratified by Governing Body on:	10th March 2026
Review Date:	March 2027

Introduction

Pembury House Nursery School is committed to providing a fair and open admissions system that is of high quality. Details of the type of places we are registered to offer, how to apply and the current fees, are attached to this policy. The most up to date information can always be found on the school websites. We are proud of the work we do to support the inclusion of all children and to support our local community.

Visits to the school are actively encouraged, please book an appointment by phoning reception 0208 801 9914 or by emailing admin@pemburyhouse.haringey.sch.uk

We have tried to include all the information you might need below but if you have any questions or need our support, please contact the school office by coming into Reception or sending an email to admin@pemburyhouse.haringey.sch.uk or call 0208 801 9914

Priority Admission Criteria

Places are available to children living in Haringey are allocated according to the following criteria, in priority order:

- Children with an EHCP

Looked after Children

- Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 the definition in Section 22(1) of the Children Act 1989).

Social/ Medical

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if: they are supported by a written statement from a doctor, social worker or other relevant independent

professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

Brother or Sister (sibling)

- Children with a brother or sister already attending the nursery school

Children of staff

- Children of staff of the school where the member of staff has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

Distance

- Children whose home address is closest to the school. (Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system)
- Children in Pembury's reach area

If there are more requests than places available, names will be held on a waiting list and places will be allocated as vacancies arise, according to the above criteria. The offer of a place may be withdrawn if it comes to light that the place was obtained using a false address.

Children with Special Educational Needs and Disabilities (SEND) Criteria

If your child has special educational needs or a disability (SEND) we would like to talk to you about your child's needs, prior to offering them a place. We will be able to offer children their 15 hours educational entitlement, but we may need to support your child to build up to 30 hours if they are entitled to this and we can meet their needs. SEND funding for children with SEND is for the core school day, term time only and so we may not be able to offer after school care. If you would like your child to attend any of our wrap around services, please speak to the deputy headteacher or SENCO. This will be possible if we can keep your child and the other children safe and meet their education and health needs

Types of Places Available

'Free for Twos' Places for 2 year olds

These places are for 15 hours per week, term time only. Places are free to eligible families registered with the Local Authority. Places are either five mornings (currently 8:30 to 11:30am) or five afternoons (currently 12:10 to 3.10pm) per week term time only.

Parents may 'top up' by paying for additional half days. This is charged at the same rate as the Friday afternoon extension.

To find out more about eligibility go to:

<http://www.haringey.gov.uk/children-and-families/childcare-and-earlyyears/childcare-costs/free-early-education/free-early-learning-two-year-olds>

<https://www.childcarechoices.gov.uk/>

- Free for Twos can pay for additional hours if they are available.

Free 15 hours Nursery School Universal places for 3 and 4 year olds

These places are available to all children aged 3 and 4 years. Children usually take up their free nursery place at the beginning of the term after their third birthday. These places are for 15 hours per week, term time only. Part-time places are either five mornings (currently 8:30 to 11:30am) or five afternoons (currently 12:10 to 3.10pm) per week term time only.

Parents may 'top up' by paying for additional half days. This is charged at the same rate as the Friday afternoon extension

30 hours working family entitlement place for 2, 3 and 4 year olds working parents.

These places are for working parents who fulfill the criteria as defined by the Government for free 30 hours per week. These places are for term time only. To view the criteria, visit the Haringey website. Parents would need to provide the code as issued by the local authority to the nursery school office.

Eligible parents/carers will be able to claim the Government's 30 hours free Early Education entitlement.

To be eligible for 30 hours, each parent/carer in your family:

- Must be working a minimum of 16 hours per week
- Must be earning the equivalent of 16 hours per week at the national minimum wage
- Each parent must have an annual income of less than £100,000

Pembury House Nursery School has decided to provide the 30 hours free Early Education entitlement Term Time only, 8.30-3.10 Mon-Thurs, Friday 8.30 to 11.50 (option to buy additional Friday afternoon.

Information about the free entitlements for 2,3 and 4 year-olds can be found at

<https://www.childcarechoices.gov.uk/> or by visiting the school website.

Breakfast Club (8am – 8.30am)

- These places are fee-paying.
- The breakfast club is open to children who are at the nursery part-time or full-time.

After School Club (3.10 to 4.30 or 3.10 to 6pm)

- These places are fee-paying.
- The tea time club is open to children who are at the nursery part-time or full-time.
- Parents may choose which days their child attends according to availability.

Fee Paying Extended Services for 2, 3 & 4 year-olds.

(Fee paying places, Friday afternoon 30-hour extension places, Breakfast Club places, After School Club places, top up sessions)

Please note:

- These places are subject to availability and re confirmed on a term by term basis.
- Places may be subject to a waiting list.
- 10% discount for siblings
- Please see **Charging and Remissions Policy** for fees or ask in the office

Securing a place and making changes to your contract.

Following acceptance of an offer of a fee-paying place or accessing our wraparound care services, parents/carers are asked to complete a contract. A sample contract can be seen in appendix 1.

Any changes to the contractual days or cancellation of contract must be agreed in writing. We require a minimum of one month's notice.

- Parents are required to pay a deposit. The deposit will be applied to the final two weeks fees and refunded.
- A discount of 10% is applied for younger siblings and staff's children.
- We are committed to supporting your child to settle well at nursery. Consequently, for the first 5 days when a child starts nursery we do not charge as we require parents to be available to support their child to ease the transition between home and nursery. Your child may do a part-time timetable for those five days to help them adjust into their new school.
- If your child is unwell or cannot attend school, you will still be required to pay the full amount for their place.
- If your child has long-term illnesses which result in multiple hospital stay fees may be reduced, please discuss this with the School Business Manager or Headteacher.
- Once days have been allocated for nursery places we do not swap or exchange days in the week.
- Extra days may be booked on an 'as and when' basis, staffing ratio allowing, but will need to be paid for at an additional charge.
- Bank Holidays and Other Closure Days We do not charge for bank holidays or our set annual closures. Please refer to our school calendar available on our website, for closure dates. On the five statutory training and development days, all fees charged are as per the daily rate. We will try to ensure that training days are equitably set during the year. However, they often fall on a Friday as the school's occupancy is always lower then.
- If we have to close for unusual circumstances, no charges will be applied. The school will inform parents regarding unexpected closures via text and email messaging services. It is vitally important that we have a current mobile number for such emergency purposes.

Late Collection

If you collect your child late from after school or holiday club, there will be an additional charge. These charges can be seen on our school websites. If children are collected late on a regular occasion, the Headteacher and Governors may decide to take your child's place away in these services.

Fees and Payment

Our school is cashless school. Parents receive a regular invoice and fees are paid by bank transfer.

- Additional days purchased will be charged at the full daily rate
- Fees are available on the school website.
- For families to take advantage of the tax benefits many employers have set up arrangements with childcare voucher companies. Families should note that there is a time delay in our bank receiving the voucher credits and therefore your monthly invoices may not always reflect these amounts.
- The governing body review fees regularly and families are given at least three months' notice if fees are due to rise. Fees normally increase (at least annually) with inflation and also taking into consideration staff salaries (staff are paid on Haringey local authority payment scales) and increases to costs such as consumables, housekeeping, equipment and utility bills. Pembury House Nursery School and Children's Centre is a Haringey Maintained Nursery School and is non-profit making.

Late payments and Arrears

We encourage you to let us know, in writing, if you have trouble in making payments for fees as we are keen to avoid a situation where arrears begin to accumulate. Continued failure to pay fees could result in your child losing their place. We will inform you in writing if outstanding fees are not settled by the end of the week for weekly payers. If payments fall in arrears for more than two weeks for weekly payers, we will inform you in writing and failure to make a settlement may result in the place being suspended pending full payment of these arrears.

Appeals

If your child is not offered a place at Pembury House Nursery School and you believe that the admissions policy has not been applied correctly you are entitled to appeal the decision. If you wish to appeal the decision you should write to the Deputy Head Teacher at Pembury House Nursery School and Children's Centre setting out the reasons why you believe your child should have been offered a place. Letters must be received no later than 10 working days after the date of the original rejection letter. We will consider your case and will normally respond to you in writing within 10 working days. If you are not satisfied with the response from the admissions team, directly to the headteacher c/o admin@pemburyhouse.haringey.sch.uk explaining the grounds on which you wish to appeal within 10 working days of the date of the response from the Deputy Head. The Headteacher will investigate your appeal reviewing the decision of the admissions team and will normally respond to you in writing within 10 working days. If you are still not satisfied with the response of the Headteacher you may write to the

Chair of Governors c/o Pembury House Nursery School and Children's Centre to ask for a referral of your appeal to a Governors' Appeals Panel within 10 working days of the response from the Headteacher. The Governors' Appeals Panel consists of a group of three governors who will have had no previous involvement in that year's admissions process. They will consider your appeal and respond to you in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel will be final.

Financial Help

You can find information about paying for childcare, and a tax credit credits that maybe available to you by visiting the websites below.

Schemes are available in England, Wales, Scotland and Northern Ireland. Find out what help you can get towards childcare costs and compare your options.

www.gov.uk/childcare-calculator

<https://helpforhouseholds.campaign.gov.uk/help-with-childcare-costs/>

<https://www.gov.uk/tax-free-childcare>

<http://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcarecosts/free-early-education/free-early-learning-two-year-olds>

<https://www.childcarechoices.gov.uk/>

Students can sometimes get help with childcare costs. Getting help with your childcare costs will depend on your personal circumstances, for example, household income, age, and number of children. For more information go to

<https://www.gov.uk/help-with-childcare-costs/support-while-you-study>

Sharing this policy with parents and staff and governors

This policy is available to all on our website.

Parents, Governors or Visitors will be given a copy of the policy on request.

