

2018/19



Nursery education in Richmond schools

Local authority nursery applications close
on **Friday 9 March 2018**



**achieving
for children**

How will my child benefit?

All early years settings follow the Early Years Foundation Stage (EYFS). The EYFS sets out the standards for learning, development and care of children from birth to 5 years old.

There are seven areas of learning and development. All of the areas are important and connected. The prime areas underpin children's learning and development. The prime areas are:

- communication and language (speaking, listening, understanding)
- physical development
- personal, social and emotional development

As your child grows, the prime areas will help them develop skills in the following four specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design

The learning experiences that practitioners plan will be suited to your child's unique needs and interests. Your child will take part in a wide range of playful learning activities both indoors and outside including:

- sharing stories, songs and rhymes
- talking with friends
- playing in groups and taking turns
- moving, exercising and being active
- finding out, creating, building, making
- counting rhymes and games
- exploring sounds and dancing
- pretending and imaginative play

Children will have opportunities to visit interesting places nearby and meet new people in their community.

How do I choose which school?

Schools manage their own application process for nursery class admissions following guidance in this booklet. Schools produce a prospectus or information on their websites which will help you decide how suitable they are for your child. You should visit the school's website or contact the school directly for further information. Contact details and website addresses for each school are listed on pages 14 and 15 of this booklet.

You are also welcome to visit any school before you decide which to apply to. If you need to arrange a visit please contact the school beforehand.

Questions to ask

- What are the chances of my child obtaining a nursery place at the school if it receives more nursery applications than it has places, bearing in mind the school's admission criteria?
- Does the nursery provide any extra care for children before or after nursery sessions?
- What sort of daily routine will my child follow at the nursery?
- How does the nursery keep parents informed of their children's progress?
- Is there flexibility around attendance?
- What are the attendance options?
- Are additional hours available?
- What sort of things will my child do whilst they are in nursery?
- What can I do at home to help prepare my child for nursery?

Key dates

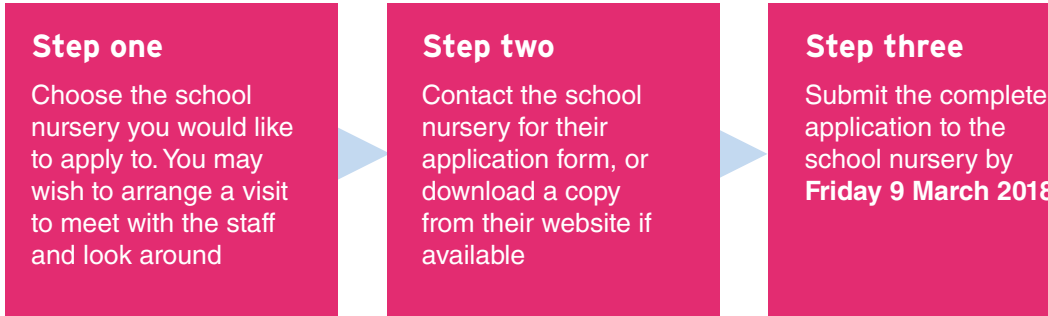
Applications close on
Friday 9 March 2018

Places will be offered by
Friday 4 May 2018

How do I apply?

School nursery classes

School nurseries can be attached to state schools, free schools or academies. School nurseries in Kingston manage their own nursery application process and should be contacted directly. Places are usually provided on a part time basis, five mornings or five afternoons a week, Monday to Friday, term time only.

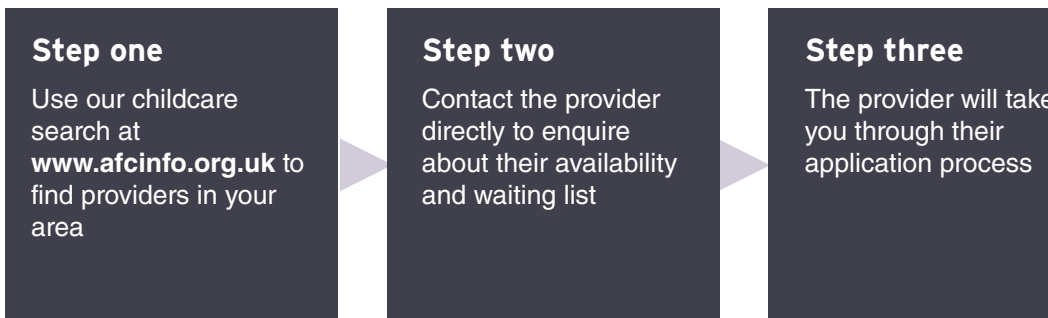


Private provider

Private providers are Ofsted registered and could be privately owned or run by a voluntary sector committee. Independent schools and Ofsted registered childminders are also private providers who may deliver early years funding. Working within statutory guidance, private providers will decide their own application and admissions process and will decide how they deliver sessions funded by early education funding.

Childminder

Childminders are self-employed child carers who deliver early education and childcare from their own home. Childminders can often offer flexible care including school drop off



However some schools may have a flexible offer. A summary of what school nurseries offer can be found on pages 8 to 9.

Step four

Places will be offered **by Friday 4 May 2018** in accordance with the school's own nursery admissions criteria

Step five

If you receive an offer, you must contact the school directly to accept or reject this offer within two weeks

Day nursery

Day nurseries provide full or part time education and childcare for pre school children age 0 - 5 years. Day nurseries are normally open whole year round.

Independent school

A fee paying preparatory school. These may take children from nursery age through to sixth form, normally term time only

Pre-school

Pre-schools provide part time childcare for children age 2 to 5 years old, normally term time only

Early education funding

All children receive 15 hours of early education per week term time from the term after their 3rd birthday. This is known as a child's 'universal' entitlement.

In addition some families may be eligible for an 'extended' entitlement (known as '30 hours'). Families can find out if they are eligible and apply for the extended hours by visiting www.childcarechoices.gov.uk

In a school nursery

All children attending a school nursery school will receive a 'universal' 15 hours of early education per week term time only for 3 and 4 year olds. Some schools may offer additional hours including the extended entitlement or they may work in partnership with private providers to enable working families to access their 30 hours entitlement

Within private providers and childminders

You should contact private providers directly to enquire if they deliver early education funding and how they deliver funded hours as part of their wider offer. Some private providers may also deliver the 'extended' entitlement. Providers who are open for the whole year may stretch the funded hours across the whole year to support working families

Claiming early education funding

As funding is paid directly to schools and providers you will not need to make any payment for the agreed funded hours of early education. However there may be charges for any additional hours or services you access. Any charges should be made clear to you in advance as well as being clearly defined on any agreements or invoices'

Questions

When can I apply?

You should contact your chosen school nursery directly to enquire about when you can complete an application and register your child for a place. Please note that all applications will be considered in accordance with the admissions criteria after the closing date, and priority will not be given based on date of application.

What are my other options if my child does not get a place?

If your child is not allocated a place at your chosen school nursery you could contact other schools with a nursery to enquire if they have any remaining places. You could also use our online childcare search at www.afcinfo.org.uk to look for alternative providers.

What if I miss the application date?

Please contact the school nursery you would like your child to attend to ask about their waiting list and availability. If your preferred school nursery cannot offer a space, you may wish to consider a private nursery or childminder.

If my child attends a maintained nursery will they automatically get a place in the reception class?

No. It is important to note that attending a school nursery place does not guarantee a place in the main school. Separate and central admissions criteria apply to reception classes. These are available from the Primary School Admissions Team or on the website at www.afcinfo.org.uk.

What if my child has special educational needs?

If you are concerned about your child and think that they may have special educational needs, you should talk to the school about this.

In most cases, your child's special educational needs will be met within the resources available in a mainstream school. If you need more information, please contact the Special Educational Needs Team on 020 8547 5872.

To find out more about local services and support for children with special educational needs or disabilities visit our Local Offer website www.afclocaloffer.org.uk

Summary of school nurseries offer

Richmond Schools	1 Archdeacon	2 Barnes	3 Buckingham	4 Chase Bridge	5 Collis	6 Darell	7 Hampton	8 Hampton Wick	9 Heathfield
Total nursery places	52	78	50	52	52	52	52	52	78
30 hour places may be available		✓				✓		✓	
Additional intake January		✓						✓	
Additional intake April		✓						✓	
Breakfast care available		✓						✓	
After school care available		✓						✓	
Lunch club available		✓						✓	
Partnership with local providers							✓		
Places for funded 2 year olds									
Paid for places available									

* Please note, where a school delivers 30 hour places, this will slightly reduce the number of places available

* if the nursery offers 30 hour places this will slightly reduce the overall total number of places available

10 Holy Trinity	11 Lowther	12 Meadlands	13 Nelson	14 Orleans	15 Sacred Heart	16 The Russell	17 St Edmunds	18 St James	19 St Richards	20 Stanley	21 Windham
52	52	52	26	52	26	26	52	52	30	39	78
						✓			✓	✓	✓
✓	✓	✓			✓	✓			✓	✓	✓
	✓	✓		✓	✓				✓	✓	✓
		✓		✓		✓			✓	✓	✓
				✓					✓	✓	
									✓	✓	✓
	✓		✓	✓					✓	✓	
									✓		✓
	✓					✓			✓		✓

Number of 15 hour places available
Number of places available

How nursery places are allocated in schools

Your child must be 3 years old by 31 August to start in a nursery class in September. Where a nursery has an intake in January, your child must be 3 years old by 31 December, and for those with an intake in April your child must be 3 years old by 31 March.

If there are more applications than there are places available, places will be offered in the following order of priority.

1. Places will be offered firstly to looked after children or previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg, from a social worker).
2. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
3. Places will be offered next to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission.
4. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

Notes

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made.
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

- Please note that children adopted from overseas are not classified as children in public care and will not be considered under this criterion.
- Any offer of a place on the grounds of distance is conditional on the child living at the address provided on the closing date for application. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.
- In order to be fair to all applicants, the Council has a standard method of measuring home to school distance. This is done by using a geographical information system that measures the home to school distance using routes by road and/or maintained footpath. The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the nearest pedestrian school gate used by the relevant year group.
- Please note that we do not consider educational reasons under criterion 2, as support for a child's educational needs can be met at any of our schools. Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.
- Late applications will not be considered until after all applications received on time have been dealt with. As a late applicant, if your preferred nursery is unable to offer your child a place, your child's name will be placed on the waiting list in accordance with the published admission criteria.
- Each school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
- Where spaces are available children that will become 3 during the term (rising 3s) can be admitted to a local authority nursery at the school's discretion.

Parents are asked to note that the criteria are likely to be different for nurseries based in church primary schools as these schools set their own oversubscription criteria.

Each individual school will be able to advise you on their school's criteria.

Map of school nurseries





Richmond's Children's Centres

Shown as blue circle

For more information visit:

www.afc.info.org.uk

Richmond's school nurseries

Please see pages 14 and 15 for key and school contact details and pages 8 and 9 for a summary of nursery offer

List of schools with nursery classes

1 Archdeacon Cambridge's CE Primary

DfE number: 318 3326
The Green, Twickenham TW2 5TU
T: 020 8894 4777
E: info@archdeaconcambridges.richmond.sch.uk
W: www.archdeaconcambridges.richmond.sch.uk

2 Barnes Primary

DfE number: 318 2028
Cross Street, London SW13 0QQ
T: 020 8876 7358
E: info@barnes.richmond.sch.uk
W: www.barnes.richmond.sch.uk

3 Buckingham Primary

DfE number: 318 2035
Buckingham Road, Hampton TW12 3LT
T: 020 8941 2548
E: info@buckingham.richmond.sch.uk
W: www.buckingham.richmond.sch.uk

4 Chase Bridge Primary

DfE number: 318 2036
Kneller Road, Twickenham TW2 7DE
T: 020 8892 1242
E: info@chasebridge.richmond.sch.uk
W: www.chasebridge.richmond.sch.uk

5 Collis Primary

DfE number: 318 2032
Fairfax Road, Teddington TW11 9BS
T: 020 8977 1458
E: info@collis.richmond.sch.uk
W: www.collis.richmond.sch.uk

6 Darell Primary

DfE number: 318 2004
Darell Road, Richmond TW9 4LQ
T: 020 8876 6721
E: info@darell.richmond.sch.uk
W: www.darellprimary.org.uk

7 Hampton Infant

DfE number: 318 2009
Ripley Road, Hampton TW12 2JH
T: 020 8979 1815
E: info@hampton-inf.richmond.sch.uk
W: www.hampton-inf.richmond.sch.uk

8 Hampton Wick Infant and Nursery

DfE number: 318 2010
Normansfield Avenue, Teddington TW11 9RP
T: 020 8977 3971
E: info@hamptonwick.richmond.sch.uk
W: www.hamptonwick.richmond.sch.uk

9 Heathfield Nursery and Infant

DfE number: 318 2012
Cobbett Road, Twickenham TW2 6EN
T: 020 8894 4074
E: info@heathfield-inf.richmond.sch.uk
W: www.heathfieldschoolspartnership.org

10 Holy Trinity CE Primary

DfE number: 318 3304
Carrington Road, (off Manor Road), Richmond TW10 5AA
T: 020 8940 2730
E: info@holyltrinity.richmond.sch.uk
W: www.holytrinityschool.org.uk

11 Lowther Primary

DfE number: 318 2013
Stillingfleet Road, Barnes SW13 9AE
T: 020 8748 3984
E: info@lowther.richmond.sch.uk
W: www.lowther.richmond.sch.uk

12 Meadlands Primary

DfE number: 318 2015
Broughton Avenue, Ham TW10 7TS
T: 020 8940 9207
E: info@meadlands.richmond.sch.uk
W: www.meadlands.richmond.sch.uk

13 Nelson Primary

DfE number: 318 2014
Nelson Road, Whitton TW2 7BU
T: 020 8894 9899
E: info@nelson.richmond.sch.uk
W: www.nelson.richmond.sch.uk

14 Orleans Primary

DfE Number: 318 2018
Hartington Road, Twickenham TW1 3EN
T: 020 8892 1654
E: info@orleans.richmond.sch.uk
W: www.orleans.richmond.sch.uk

15 Sacred Heart Primary

DfE Number: 318 3320
St Mark's Road, Teddington TW11 9DD
T: 020 8977 6591
E: info@sacredheart.richmond.sch.uk
W: www.sacredheartteddington.co.uk

16 The Russell Primary

DfE number: 318 2019
Petersham Road, Richmond TW10 7AH
T: 020 8940 1446
E: info@russell.richmond.sch.uk
W: www.russell.richmond.sch.uk

17 St Edmund's Catholic Primary

DfE number: 318 3315
Nelson Road, Whitton TW2 7BB
T: 020 8894 7898
E: info@st-edmunds.richmond.sch.uk
W: www.st-edmunds.richmond.sch.uk

18 St James's Catholic Primary

DfE number: 318 3316
Stanley Road, Twickenham TW2 5NP
T: 020 8898 4670
E: info@st-james.richmond.sch.uk
W: www.st-james.richmond.sch.uk

19 St Richard's CE Primary

DfE Number: 318 3303
Ashburnham Road, Ham TW10 7NL
T: 020 8940 7911
E: info@srsa.richmond.sch.uk
W: www.srsa.richmond.sch.uk

20 Stanley Primary

DfE number: 318 2021
Stanley Road, Teddington TW11 8UE
T: 020 8977 4858
E: info@stanley.richmond.sch.uk
W: www.stanley.richmond.sch.uk

21 Windham Nursery

DfE number: 318 1001
Windham Road, Richmond TW9 2HP
T: 020 8831 6060
E: info@windham.richmond.sch.uk
W: www.windham.richmond.sch.uk

Note: Most Richmond nursery schools have one intake a year in September, however places may become available throughout in the year.

Please contact the nursery you would like your child to attend to ask about their waiting list and availability.

Visit the website for any updated

Our children's centres

Children's centres offer informal support for parents and a fun, friendly and safe place for your child to play and learn to help them get the best start in life.

For information on local services for childcare and families visit

www.afcinfo.org.uk

Useful contacts

Family Information Service

E: fis@achievingforchildren.org.uk

T: 020 8547 5215

For more information

Please visit our website for more information.

W: www.afcinfo.org.uk

Starting primary school

Children start school in the September of the school year in which they will become 5 years of age. This means most children are 4 years old when they start school.

You must make an application even if your child currently attends the nursery at your preferred school.

Information about primary school admission can be obtained either from the school itself or from School Admissions on 020 8547 4610.

Further information for parents is also available in the following publications.

- School prospectus
- Primary admission brochure available from Admission Team
E: kingston.admissions@achievingforchildren.org.uk
- W: www.afcinfo.org.uk

Translation advice

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5000 or ask someone to call on your behalf.

All information was correct at the time of going to print November 2017.