

2020/21



# Nursery education in Kingston schools

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Local authority nursery applications close  
on **Friday 6 March 2020**



**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.

## Key dates

Applications close on  
**Friday 6 March 2020**

Places will be offered by  
**Friday 1 May 2020**

# 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?

## 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 ask if they have any remaining places. You could also use our online childcare search at [www.afcinfo.org.uk](http://www.afcinfo.org.uk) to look for alternative providers.

## **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](http://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](http://www.afclocaloffer.org.uk)

## **My child has a deferred school place and will be starting reception at statutory school age – should I apply for a nursery place?**

If your child has already received up to a year of nursery education at the school of your choice you will need to make a new application for the new nursery year. Priority to nursery class is given to those children who turn 4 years old during the school year. Your application will be considered in accordance with the published admission criteria, this may mean that even if your child has attended a school nursery they may not be offered a place to continue in that class or in a different class within the same school nursery.

# **What schools may offer**

## **Numbers of places**

Every school has a published PAN (Pupil admission number) shown on pages 14 and 15. This is an advisory number to give an indication of the number of 15 hour 'sessions' the school intends to deliver.

The PAN can be subject to change, for example:

- if a school delivers extended funded places where each place uses two sessions
- to support sustainability where applications are lower than expected and cannot fill a class to the required level
- to allow the school to meet required staff ratios

The school should include any information on changes of PAN on their website or within written communication to applicants.

## **School nursery flexible offers**

Every school nursery will offer places that give 15 hours of early education funding. However, some schools may choose to deliver an alternative offer which allows families to access additional hours or hours offered under a different funding stream or hours which can be paid for. You will need to visit the schools' websites (see pages 14 and 15) for details of their individual offer. Below are some examples of what may be on offer.

**Extended (30 hours) funded hours** – available to eligible working families. See page 11 for more information.

**Funded places for eligible 2 year olds** – available to children from low income families in receipt of certain benefits, looked after children or children in receipt of Disability Living Allowance. Visit [www.afcinfo.org.uk](http://www.afcinfo.org.uk) and search for '2 year funding' for more information and to apply.

**Wrap around care** – schools may offer care which wraps around the nursery place, this could be breakfast, lunch or afterschool clubs delivered either by the school themselves or by a third party provider on the school site.

**Partnerships** – schools may work in partnership with an off-site provider to offer wrap around care including school drop off or pick up.

**Paid for places** – schools, when funded places have been allocated may choose to offer paid for hours, for example an extended day where the family are not eligible for 30 hours.

It is important to note that not all schools will have these offers available and details will be available on the school website - see pages 14 to 15 for details.

Where alternative offers are available they will be subject to terms and conditions, eligibility and admission criteria set by the school. Ensure you visit the school website or contact the school directly to understand any conditions prior to application or take up of an offered place.

# 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.

### Step one

Choose the school nursery you would like to apply to. You may wish to arrange a visit to meet with the staff and look around

### Step two

Contact the school nursery for their application form, or download a copy from their website if available

### Step three

Submit the completed application to the school nursery by **Friday 6 March 2020**

## Private provider

Private providers are Ofsted registered and could be privately owned, part of the voluntary sector, an independent school or childminder either registered by Ofsted or an Ofsted registered childminding agency. 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 offer flexible care including school or nursery wrap around care.

### Step one

Use our childcare search at **[www.afcinfo.org.uk](http://www.afcinfo.org.uk)** to find providers in your area

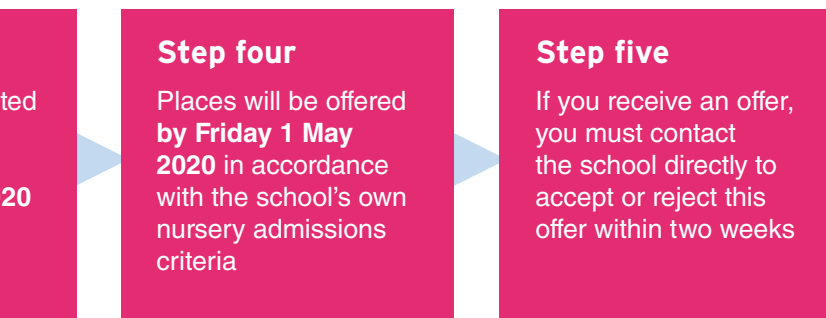
### Step two

Contact the provider directly to enquire about availability and how they offer early education funding

### Step three

The provider will take you through their application process

However, some schools may have a flexible offer and you should visit the school's website to find out more about what is available. See page 5 for more details about the varied offer schools may deliver. Details of school website and contacts are available on pages 14 and 15.



### **Day nursery**

Day nurseries provide full or part time education and childcare for pre school children age 0 to 5 years. Day nurseries are normally open the 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.

### **Sessional pre-school**

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

# How nursery places are allocated in schools

Your child must be 3 years old at 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 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.
3. 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.
4. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using School Admissions' geographical information system. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school, but outside that area.



## 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 in the care of the local authority immediately before they were adopted under the 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.

The Council uses a standard method of measuring home to school distance in a straight line using the School Admissions computerised geographical information system and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point, which is supplied by Ordnance Survey, within the property. The end point is measured to the nearest school gate where the school has more than one school gate. Please note that residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to ground floor level.

Please note that we do not consider educational reasons under criterion 3, 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.

Where a child has already received up to a year of nursery education, and is looking to start Reception at statutory school age, an application would only be prioritised for a second year of nursery education after applications from children who are applying for a nursery place for the first time, have been considered. This may mean that even if your child has attended a particular school nursery, they may not be able to be offered a place to continue in the class or in a different class within the same school nursery.

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.

# 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 an extended hours eligibility code by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## In a school nursery

All children attending a school nursery class 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 ask 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 additional hours or services you access. When you apply for a place, the school, private provider or childminder should always give information about the actual hours and weeks your child can access which will be funded and details of any additional hours or charges will be applied. This is to allow you to make an informed decision of taking up your child's place with them.

# Map of school nurseries





## Kingston's Children's

## Centres

Shown as blue circle

For more information visit:

[www.afc.info.org.uk](http://www.afc.info.org.uk)

## Kingston School nurseries

please see pages 14 and 15 for key and school contact details

# List of schools with nursery classes

## 1 Alexandra Infant School

DfE number: 314 2031 PAN 78  
Alexandra Road, Kingston upon Thames  
KT2 6SE  
T: 020 8546 7176  
E: [alexandrasch@axi.rbksch.org](mailto:alexandrasch@axi.rbksch.org)  
W: [www.alexandra.kingston.sch.uk](http://www.alexandra.kingston.sch.uk)

## 2 Burlington Infant and Nursery School

DfE number: 314 2002 PAN 104  
Burlington Road, New Malden KT3 4LT  
T: 020 8942 1586  
E: [admin@burlingtoni.org.uk](mailto:admin@burlingtoni.org.uk)  
W: [www.burlingtoni.kingston.sch.uk](http://www.burlingtoni.kingston.sch.uk)

## 3 Castle Hill Primary School

DfE number: 314 2000 PAN 52  
Buckland Road, Chessington KT9 1JE  
T: 020 8397 2006  
E: [admin@castlehill.rbksch.org](mailto:admin@castlehill.rbksch.org)  
W: [www.castlehill.kingston.sch.uk](http://www.castlehill.kingston.sch.uk)

## 4 Christ Church New Malden CofE Primary School

DfE number: 314 3301 PAN 52  
Lime Grove, New Malden KT3 3TW  
T: 020 8336 7800  
E: [office@ccnm.rbksch.org](mailto:office@ccnm.rbksch.org)  
W: [www.christchurchnm.kingston.sch.uk](http://www.christchurchnm.kingston.sch.uk)

## 5 Corpus Christi Catholic Primary School

DfE number: 314 3500 PAN 52  
Chestnut Grove, New Malden KT3 3JU  
T: 020 8942 2645  
E: [office@corpuschristi.rbksch.org](mailto:office@corpuschristi.rbksch.org)  
W: [www.corpuschristikingston.co.uk](http://www.corpuschristikingston.co.uk)

## 6 Ellingham Primary School

DfE number: 314 2005 PAN 26  
Ellingham Road, Chessington KT9 2JA  
T: 020 8397 3864  
E: [office@elp.rbksch.org](mailto:office@elp.rbksch.org)  
W: [www.ellinghamschool.co.uk](http://www.ellinghamschool.co.uk)

## 7 Fern Hill Primary School

DfE number: 314 2037 PAN 52  
Richmond Road, Kingston upon Thames  
KT2 5PE  
T: 020 8247 0300  
E: [office@fernhill.rbksch.org](mailto:office@fernhill.rbksch.org)  
W: [www.fernhill.kingston.sch.uk](http://www.fernhill.kingston.sch.uk)

## 8 Grand Avenue Primary and Nursery School

DfE number: 314 2033 PAN 52  
Grand Avenue, Surbiton KT5 9HU  
T: 020 8399 5344  
E: [admissions@grandavenue.kingston.sch.uk](mailto:admissions@grandavenue.kingston.sch.uk)  
W: [www.grandavenue.kingston.sch.uk](http://www.grandavenue.kingston.sch.uk)

## 9 Green Lane Primary and Nursery School

DfE number: 314 2008 PAN 34  
Green Lane, Worcester Park KT4 8AS  
T: 020 8337 6976  
E: [enquiries@greenlane.org.uk](mailto:enquiries@greenlane.org.uk)  
W: [www.glpsn.org.uk](http://www.glpsn.org.uk)

## 10 King Athelstan Primary School

DfE number: 314 2032 PAN 52  
Villiers Road, Kingston upon Thames  
KT1 3AR  
T: 020 8546 8210  
E: [admin@kingathelstan.rbksch.org](mailto:admin@kingathelstan.rbksch.org)  
W: [www.kingathelstan.kingston.sch.uk](http://www.kingathelstan.kingston.sch.uk)

## 11 King's Oak Primary School

DfE number: 314 2035 PAN 104  
Dickerage Lane, New Malden KT3 3RZ  
T: 020 8942 5154  
E: [admin@kop.rbksch.org](mailto:admin@kop.rbksch.org)  
W: [www.kingsoak.kingston.sch.uk](http://www.kingsoak.kingston.sch.uk)

## 12 Knollmead Primary School

DfE number: 314 2007 PAN 26  
Knollmead, Tolworth, Surbiton KT5 9QP  
T: 020 8337 3778  
E: [enquiries@knollmeadprimary.co.uk](mailto:enquiries@knollmeadprimary.co.uk)  
W: [www.knollmeadprimary.co.uk](http://www.knollmeadprimary.co.uk)

## 13 Latchmere School

DfE number: 314 2014 PAN 78  
Latchmere Road, Kingston upon Thames  
KT2 5TT  
T: 020 8546 7181  
E: [office@latchmereschool.org](mailto:office@latchmereschool.org)  
W: [www.latchmereschool.org](http://www.latchmereschool.org)

## 14 Lime Tree Primary School

DfE number: 314 2006 PAN 26  
South Bank Terrace, Surbiton KT6 6DG  
T: 020 8390 9544  
E: [admin@limetree.rbksch.org](mailto:admin@limetree.rbksch.org)  
W: [www.limetree.kingston.sch.uk](http://www.limetree.kingston.sch.uk)

### **15 Lovelace Primary School**

DfE number: 314 2036 PAN 52  
Mansfield Road, Chessington KT9 2RN  
T: 020 8397 3265  
E: [office@lovelace.rbksch.org](mailto:office@lovelace.rbksch.org)  
W: [www.lovelace.kingston.sch.uk](http://www.lovelace.kingston.sch.uk)

### **16 Malden Manor Primary and Nursery School**

DfE number: 314 2034 PAN 52  
Sheephouse Way, New Malden KT3 5PF  
T: 020 8337 9620  
E: [schooloffice@maldenmanor.rbksch.org](mailto:schooloffice@maldenmanor.rbksch.org)  
W: [www.maldenmanor.kingston.sch.uk](http://www.maldenmanor.kingston.sch.uk)

### **17 Malden Parochial CofE Primary School**

DfE number: 314 3303 PAN 26  
The Manor Drive, Worcester Park  
KT4 7LW  
T: 020 8337 4804  
E: [office@mps.rbksch.org](mailto:office@mps.rbksch.org)  
W: [www.maldenparochial.co.uk](http://www.maldenparochial.co.uk)

### **18 Maple Infant School**

DfE number: 314 2030 PAN 52  
Maple Road, Surbiton KT6 4AL  
T: 020 8399 3341  
E: [office@maple.rbksch.org](mailto:office@maple.rbksch.org)  
W: [www.mapleinfants.co.uk](http://www.mapleinfants.co.uk)

### **19 Robin Hood Primary and Nursery School**

DfE number: 314 2020 PAN 52  
Bowness Crescent, Kingston Vale  
SW15 3QL  
T: 020 8546 7388  
E: [office@robinhood.rbksch.org](mailto:office@robinhood.rbksch.org)  
W: [www.robinhood.kingston.sch.uk](http://www.robinhood.kingston.sch.uk)

### **20 St Agatha's Catholic Primary School**

DfE number: 314 3503 PAN 52  
St Agatha's Drive, Kingston upon Thames  
KT2 5TY  
T: 020 8546 3879  
E: [office@stagathas.school](mailto:office@stagathas.school)  
W: [www.stagathas.school](http://www.stagathas.school)

### **21 St John's CofE Primary School**

DfE number: 314 3305 PAN 52  
Portland Road, Kingston upon Thames  
KT1 2SG  
T: 020 8546 7179  
E: [admin@stjohns.rbksch.org](mailto:admin@stjohns.rbksch.org)  
W: [www.stjohns.kingston.sch.uk](http://www.stjohns.kingston.sch.uk)

### **22 St Joseph's Catholic Primary School**

DfE number: 314 3502 PAN 52  
The Fairfield, Kingston upon Thames  
KT1 2UP  
T: 020 8546 7178  
E: [office@stjosephs.rbksch.org](mailto:office@stjosephs.rbksch.org)  
W: [www.stjosephs.kingston.sch.uk](http://www.stjosephs.kingston.sch.uk)

### **23 St Luke's CofE Primary School**

DfE number: 314 5200 PAN 52  
Acre Road, Kingston upon Thames  
KT2 6EN  
T: 020 8546 0902  
E: [office@stlukes.rbksch.org](mailto:office@stlukes.rbksch.org)  
W: [www.stlukes.kingston.sch.uk](http://www.stlukes.kingston.sch.uk)

### **24 St Mary's CofE Primary School**

DfE number: 314 3311 PAN 26  
Church Lane, Chessington KT9 2DH  
T: 020 8397 9597  
E: [office@stmarys.rbksch.org](mailto:office@stmarys.rbksch.org)  
W: [www.stmarys.kingston.sch.uk](http://www.stmarys.kingston.sch.uk)

### **25 Surbiton Children's Centre Nursery**

DfE number: 314 1001 PAN 118  
Alpha Road, Surbiton KT5 8RS  
T: 020 8390 2555  
E: [office@sccn.rbksch.org](mailto:office@sccn.rbksch.org)  
W: [www.surbitonchildrenscentrenursery.com](http://www.surbitonchildrenscentrenursery.com)

### **26 Tolworth Infant and Nursery School**

DfE number: 314 2025 PAN 52  
School Lane, Surbiton KT6 7SA  
T: 020 8399 4231  
E: [admin@tins.rbksch.org](mailto:admin@tins.rbksch.org)  
W: [www.tolworthschool.org.uk](http://www.tolworthschool.org.uk)

## 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](http://www.afcinfo.org.uk)

## Useful contacts

### **Family Information Service**

E: [fis@achievingforchildren.org.uk](mailto:fis@achievingforchildren.org.uk)

T: 020 8547 5215

## For more information

Please visit our website for more information.

W: [www.afcinfo.org.uk](http://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](mailto:kingston.admissions@achievingforchildren.org.uk)
- W: [www.afcinfo.org.uk](http://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.