

2020/2021



# Nursery education in Richmond 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.

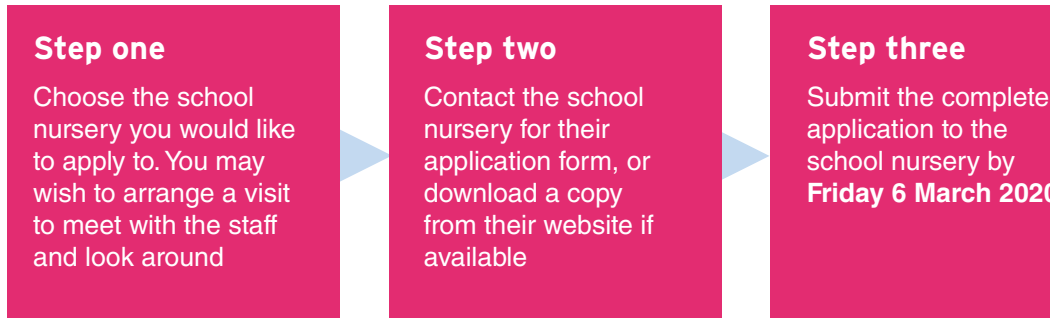
It is important to note that not all schools will have these offers available and details will be available on the school website - see pages 14 to 15 for details.

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 Richmond 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, 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 often offer flexible care including school or nursery wrap around care.



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

### Step four

Places will be offered **by Friday 1 May 2020** 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 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. Priority for applications is given to children who will be turning 4 years during the school year.'

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. 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, measured by the shortest route by road 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 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.


Applications that are late or are for a child outside of nursery age range (3 years old at 31 August) will not be considered until after all applications received on time or for child who are age 3 at 31 August. If your preferred nursery is unable to offer your child a place, your child's name will be placed on a waiting list in accordance with the published admission criteria.

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. This is done by using a geographical information system that measures the home to school distance using routes by road 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.

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.

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.

# 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





## Richmond's Children's Centres

**Shown as blue circle**

For more information visit:

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

## Richmond's school nurseries

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



# List of schools with nursery classes

## 1 Archdeacon Cambridge's CE Primary

DfE number: 318 3326 PAN 52  
The Green, Twickenham TW2 5TU  
T: 020 8894 4777  
E: [info@archdeaconcambridges.richmond.sch.uk](mailto:info@archdeaconcambridges.richmond.sch.uk)  
W: [www.archdeaconcambridges.richmond.sch.uk](http://www.archdeaconcambridges.richmond.sch.uk)

## 2 Barnes Primary

DfE number: 318 2028 PAN 78  
Cross Street, London SW13 0QQ  
T: 020 8876 7358  
E: [info@barnes.richmond.sch.uk](mailto:info@barnes.richmond.sch.uk)  
W: [www.barnes.richmond.sch.uk](http://www.barnes.richmond.sch.uk)

## 3 Buckingham Primary

DfE number: 318 2035 PAN 52  
Buckingham Road, Hampton TW12 3LT  
T: 020 8941 2548  
E: [info@buckingham.richmond.sch.uk](mailto:info@buckingham.richmond.sch.uk)  
W: [www.buckingham.richmond.sch.uk](http://www.buckingham.richmond.sch.uk)

## 4 Chase Bridge Primary

DfE number: 318 2036 PAN 52  
Kneller Road, Twickenham TW2 7DE  
T: 020 8892 1242  
E: [info@chasebridge.richmond.sch.uk](mailto:info@chasebridge.richmond.sch.uk)  
W: [www.chasebridge.richmond.sch.uk](http://www.chasebridge.richmond.sch.uk)

## 5 Collis Primary

DfE number: 318 2032 PAN 52  
Fairfax Road, Teddington TW11 9BS  
T: 020 8977 1458  
E: [info@collis.richmond.sch.uk](mailto:info@collis.richmond.sch.uk)  
W: [www.collis.richmond.sch.uk/admissions-to-nursery](http://www.collis.richmond.sch.uk/admissions-to-nursery)

## 6 Darell Primary

DfE number: 318 2004 PAN 52  
Darell Road, Richmond TW9 4LQ  
T: 020 8876 6721  
E: [parents@darell.richmond.sch.uk](mailto:parents@darell.richmond.sch.uk)  
W: [www.darell.richmond.sch.uk](http://www.darell.richmond.sch.uk)

## 7 Hampton Infant

DfE number: 318 2009 PAN 52  
Ripley Road, Hampton TW12 2JH  
T: 020 8979 1815  
E: [info@hampton-inf.richmond.sch.uk](mailto:info@hampton-inf.richmond.sch.uk)  
W: [www.hpp.school](http://www.hpp.school)

## 8 Hampton Wick Infant and Nursery

DfE number: 318 2010 PAN 52  
Normansfield Avenue, Teddington TW11 9RP  
T: 020 8977 3971  
E: [info@hamptonwick.richmond.sch.uk](mailto:info@hamptonwick.richmond.sch.uk)  
W: [www.hamptonwick.richmond.sch.uk](http://www.hamptonwick.richmond.sch.uk)

## 9 Heathfield Nursery and Infant

DfE number: 318 2012 PAN 78  
Cobbett Road, Twickenham TW2 6EN  
T: 020 8894 4074  
E: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk)  
W: [www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)

## 10 Holy Trinity CE Primary

DfE number: 318 3304 PAN 52  
Carrington Road, (off Manor Road), Richmond TW10 5AA  
T: 020 8940 2730  
E: [info@htprimary.com](mailto:info@htprimary.com)  
W: [www.holytrinityschool.org.uk](http://www.holytrinityschool.org.uk)

## 11 Lowther Primary

DfE number: 318 2013 PAN 52  
Stillingfleet Road, Barnes SW13 9AE  
T: 020 8748 3984  
E: [info@lowther.richmond.sch.uk](mailto:info@lowther.richmond.sch.uk)  
W: [www.lowther.richmond.sch.uk](http://www.lowther.richmond.sch.uk)

### **12 Meadlands Primary**

DfE number: 318 2015 PAN 52  
Broughton Avenue, Ham TW10 7TS  
T: 020 8940 9207  
E: [office@meadlands.richmond.sch.uk](mailto:office@meadlands.richmond.sch.uk)  
W: [www.meadlands.richmond.sch.uk](http://www.meadlands.richmond.sch.uk)

### **13 Nelson Primary**

DfE number: 318 2014 PAN 26  
Nelson Road, Whitton TW2 7BU  
T: 020 8894 9899  
E: [info@nelsonschool.org](mailto:info@nelsonschool.org)  
W: [www.nelsonschool.org](http://www.nelsonschool.org)

### **14 Orleans Primary**

DfE Number: 318 2018 PAN 52  
Hartington Road, Twickenham  
TW1 3EN  
T: 020 8892 1654  
E: [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk)  
W: [www.orleans.richmond.sch.uk](http://www.orleans.richmond.sch.uk)

### **15 Sacred Heart Primary**

DfE Number: 318 3320 PAN 26  
St Mark's Road, Teddington TW11 9DD  
T: 020 8977 6591  
E: [info@sacredheart.richmond.sch.uk](mailto:info@sacredheart.richmond.sch.uk)  
W: [www.sacredheartteddington.co.uk](http://www.sacredheartteddington.co.uk)

### **16 The Russell Primary**

DfE number: 318 2019 PAN 26  
Petersham Road, Richmond TW10 7AH  
T: 020 8940 1446  
E: [info@russell.richmond.sch.uk](mailto:info@russell.richmond.sch.uk)  
W: [www.russell.richmond.sch.uk](http://www.russell.richmond.sch.uk)

### **17 St Edmund's Catholic Primary**

DfE number: 318 3315 PAN 52  
Nelson Road, Whitton TW2 7BB  
T: 020 8894 7898  
E: [office@st-edmunds.richmond.sch.uk](mailto:office@st-edmunds.richmond.sch.uk)  
W: [www.st-edmunds.richmond.sch.uk](http://www.st-edmunds.richmond.sch.uk)

### **18 St James's Catholic Primary**

DfE number: 318 3316 PAN 52  
Stanley Road, Twickenham TW2 5NP  
T: 020 8744 8862  
E: [info@st-james.richmond.sch.uk](mailto:info@st-james.richmond.sch.uk)  
W: [www.st-james.richmond.sch.uk](http://www.st-james.richmond.sch.uk)

### **19 St Richard's CE Primary**

DfE Number: 318 3303 PAN 30  
Ashburnham Road, Ham TW10 7NL  
T: 020 8940 7911  
E: [info@srsa.richmond.sch.uk](mailto:info@srsa.richmond.sch.uk)  
W: [www.srsa.richmond.sch.uk](http://www.srsa.richmond.sch.uk)

### **20 Stanley Primary**

DfE number: 318 2021 PAN 52  
Strathmore Road, Teddington  
TW11 8UE  
T: 020 8977 4858  
E: [info@stanley.richmond.sch.uk](mailto:info@stanley.richmond.sch.uk)  
W: [www.stanley.richmond.sch.uk](http://www.stanley.richmond.sch.uk)

### **21 Windham Nursery**

DfE number: 318 1001 PAN 78  
Windham Road, Richmond TW9 2HP  
T: 020 8831 6060  
E: [info@windham.richmond.sch.uk](mailto:info@windham.richmond.sch.uk)  
W: [www.windham.richmond.sch.uk](http://www.windham.richmond.sch.uk)

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

**Visit websites for updates.**

## 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 5569.

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

- School prospectus
- Primary admission brochure available from Admission Team  
E: [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.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.