Pound Park Nursery School

Admissions Policy

The document should be read in conjunction with Early Learning in Royal Greenwich admissions guidelines.

We accept children for our application list from birth. The length of time a child's name is on the application list does not give a child priority over later applicants.

Decisions on admissions are usually in the Spring term, this is due to the one point of entry into Primary schools in Greenwich. Most admission places are filled the following September; occasional vacancies may arise throughout the year.

Pound Park Nursery School accepts children that are aged **two, three or four-year-old** who **are eligible for 15 or 30 hours of free childcare entitlement.** Children may be eligible for a free nursery place the term after their second birthday.

Age Group	Entitlement Type	Hours per Week	Eligibility Criteria
2-Year-Olds	'Together for Two's'	15 hours	Families on low income or receiving certain benefits. To check if your two-year-old is eligible please follow the link: www.royalgreenwich.gov.uk/fis
2-Year-Olds	Working Parent Entitlement (Expanded)	30 hours	Working parents via Best Start in Life: www.beststartinlife.gov.uk
3 & 4-Year-Olds	Universal Entitlement	15 hours	All children regardless of income
3 & 4-Year-Olds	Extended Entitlement	30 hours	Working parents (must meet income criteria) Follow the link to find out if your three/four-year-old is eligible for 30 hours of free childcare: www.beststartinlife.gov.uk

An option to buy an additional 15 hours to top up the free entitlement to a fulltime place is available.

At Pound Park Nursery School, we offer 15 hour places across five mornings (8.45am-11.45am) or five afternoons (12.30pm-3.30pm) term time only.

We also offer eligible children full-time places (30 hours, across five days: 9.30am-3.30pm) term time only.

If there is a waiting list Pound Park Nursery follows the Admissions Policy. If demand exceeds the number of places available for a specific term, priority will be given to the following groups of children in the order they are listed:

1) Looked after children and previously looked after children who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having

been looked after. A 'looked after child' is a child who is in the care of an English or Welsh local authority in accordance with section 22(a) of the Children Act 1989.

2) Children with an acute educational, medical or social need for education in a particular nursery school or class (see Note 1). This may also apply to an immediate family member. You will need to provide supporting documentation from the relevant professional, such as a qualified medical practitioner.

3) Royal Greenwich children based on home to school distance.

4) Children living in other boroughs based on home to school distance. Distance from home to school is measured as a straight line from a single fixed point in the centre of the home address to the centre of the school (see note 2). If two or more applicants have equal right to a place under any of the above criteria, priority will be given to the child who lives nearest to the school.

We hold two separate waiting lists; for those wanting a part time place (15 hours) and those eligible for a 30 hour place.

As a place becomes available for either of these waiting lists, the main oversubscription criteria will be applied.

Note 1

Educational, medical, and social needs Children considered under this category include:

- Those who have been assessed as 'in need' under the Children Act 1989. Those likely to be assessed as having special needs under the Education Act 1996, but who do not yet have an education, health and care plan (EHCP).

Note 2

Home address

- The home address is where your child resides as the only or principal residence. You will need to provide a current Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate as proof of address.
- If your child resides equally between both parents, the principal home address will be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child (if applicable), the address of the parent named on your child's passport and the address at which your child is registered with a GP.
- If you are not the child's parent, you will need to provide proof of guardianship such as child arrangements or a court order.
- To establish your principal home address, you may be asked to provide additional documentation. We may also check records held by the Royal Borough of Greenwich and with external agencies.
- If we find that an offer of a place was made based on false or misleading information, the offer will be withdrawn. This also applies if you do not inform the school of a change of address and secure an offer of an early learning place based on your old address, which you otherwise would not have been offered

Date this policy was last reviewed:	October 2026
Date next review due:	October 2027