DOWNSVIEW NURSERY ADMISSIONS STATEMENT FOR ENTRY IN 2027

Arrangements for Admission for Downsview Nursery

As a maintained school, Downsview Primary School follows Croydon Local Authority guidance on admissions criteria for children being admitted into Downsview Nursery.

Nursery Places

During 2027 Downsview will be offering three intakes, one in January 2027, one in April 2027 and another in September 2027, subject to availability of places.

Children born between 1st September 2023 – 31st August 2024 may apply to join the Nursery in September 2027, at the start of the academic year.

Children born between 1st September 2023 – 31st December 2023 may apply to join the Nursery in January 2027, before the start of the next academic year. These children must have had their third birthday between 1st September 2026 and 31st December 2026 and will have turned 3 years of age during the term preceding their admission.

Children born between 1st January 2024 – 31st March 2024 may apply to join the Nursery in April 2027, before the start of the next academic year. These children must have had their third birthday between 1st January 2027 and 31st March 2027 and will have turned 3 years of age during the term preceding their admission.

We offer either:

- Morning sessions 8.45am-11.45am (15 hours funded place)
- Afternoon sessions 12.15pm-3.15pm (15 hours funded place)
- Full days 8.45am - 3.15pm 30 Hours Funded place (Fees are £7.00 per day for full day provision)
- Full days 8.45am - 3.15pm Marketed Nursery place (Fees are £18.00 per day to attend for the full day)
- Children may join January 2027, April 2027 or September 2027, as detailed above.

Universally funded 15 Hour Nursery Places

All children are entitled to 15 hours a week, free education in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year. Universally funded 15-hour Nursery places are available for 3 hours per day, taken across 5 days per week, term time only and may be accessed as either a 3-hour morning or a 3-hour afternoon session. There is no charge for these sessions. A preference for morning or afternoon sessions may be stated but there can be no guarantee that preferences can be met.

Fulltime Nursery Provision

Applicants are also given the opportunity to apply for 30 hours funded places (subject to meeting the required eligibility criteria and availability of places) or may choose to apply to purchase additional morning or afternoon sessions, so that their child can attend the Nursery for the full school day. Please note that charges apply for the 30 hour funded sessions and marketed full day sessions.

Where families believe they might be eligible for the extended 15 hours (30 hours funded place), there is a requirement to confirm eligibility the term before those hours are to be accessed i.e. in November 2026 for access in January 2027, in February 2027 for access in April 2027 and in June/July 2027 for access in September 2027.
When applying for a 30 hours place, parents will be asked to provide the school with evidence of their eligibility.

30 Hours Funded Places

Parents wishing to apply for 30 hours funded places must meet certain eligibility criteria and provide the school with a valid 11-digit eligibility code before the start of each term.
To find out more about entitlement to 30 hours funded places, please visit:
https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

The school charges an additional fee for those children eligible for 30 hours funded places, for full day attendance, at a rate of £7.00 per day, 32.5 hours per week, term time only.

Marketed Nursery Sessions (Additional Paid for Sessions):

If your child is not eligible for a 30 hour funded place, you may apply for additional sessions, referred to as Marketed Nursery Sessions, so that your child can attend for the full day, at a rate of £18.00 per day, term time only. Again, these places are subject to availability.

Full time places and/or additional hours will be offered once initial 15 hour places have been allocated. Additional marketed places will be considered in the same way as extended 30 hours funded places, with priority being given to those families who are eligible for additional funded hours.

Fees

All fees are payable half-termly, in advance, and are non-refundable in the event of sickness, family holidays and any other absences. We do not charge for Inset Days or Bank Holidays.

Parents/carers should note that all full time places and/or additional hours are discretionary and may be withdrawn if it is felt the long day is detrimental to the needs of the child or for non-payment of fees. In these circumstances a notice period of one week will be given.

How to Apply for a Place at Downsview Nursery

For entry during 2027, applications will be open from 1st September 2026.

If you would like to apply for a place for your child at Downsview Nursery, please follow the link below to register and complete our online Nursery Application Form for entry in 2027:
https://downsview.applicaa.com/nursery2026

Please ensure that your online application is submitted by the required deadline for the intake you wish to apply for:

If applying for a January 2027 intake the application deadline is 20th November 2026
If applying for an April 2027 intake the application deadline is 15th January 2027
If applying for a September 2027 the application deadline is 15th January 2027

Places are allocated according to the criteria set out under 'Admissions Criteria and Allocation of Nursery Places at Downsview Primary School' detailed below.

If applying to other local Nurseries please note that the closing date for receipt of applications for places will vary from nursery to nursery, so you must check the closing date with the individual nurseries concerned.

We recognise that some families require greater flexibility to support their take up of an early education place. Parents/carers wishing to access their funded hours in a different format will be asked to provide further details on their online application form. Whilst the school will consider such requests, there is no guarantee that the school will be able to accommodate such preferences, due to high demand for places at our Nursery.

Admissions Criteria and Allocation of Nursery Places at Downsview Primary School

There are maximum numbers of children who can be admitted to Downsview's Nursery. If there are more applications than there are places to offer, then the LA's published admissions criteria will be used to decide which applications should be successful. These are set out below in order of priority.

The school will consider all applications in accordance with the following criteria, set out in priority order:

1. Priority 1: Looked-after children and previously looked after children (see note).
2. Priority 2: Children who have a sibling whose main residence is the same address and will be attending the school at the time of admission (see note 2)
3. Priority 3: Where there are serious medical grounds (supported by documentation from a registered medical professional or social worker) (see note 3).
4. Priority 4: Distance: proximity of the child's home to the school, with those living nearest to the school measured in a straight line being accorded the higher priority (see note 4).

Priority 1: Will be given to 'looked after children' and 'previously looked after children: Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked-after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents, by the application deadline.

Priority 2: Second priority will be given to children who, at the date of their admission to the nursery class, have an older sibling in attendance at the school. A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made. This criterion does not include siblings attending the school's nursery class.
For those children who apply for entry in September 2027, an older child may not yet be in the main school, but you may be applying for their admission to a Reception class in September 2027. If this is so, you must ensure that the older child(ren)'s information is provided in your online application form, if your application for a nursery place is dependent on a sibling being admitted to the main school.

Priority 3: Your child may be given priority on exceptional medical grounds; these will not normally be considered unless the case you make is accompanied by a supporting statement from for example, a Doctor, a Social Worker, a Health Visitor or an appropriate education service. In these circumstances, you must give particulars of a person who can be contacted on your behalf, if necessary. In a very few exceptional cases, there may be reason why a child needs to attend a specific nursery and this could be due to the child's medical need or the medical condition of the parent or the main carer with responsibility for the child. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case. If you feel there are medical grounds for your child to be considered for a priority place at Downsview Nursery you will be required to complete a Supporting Medical Application setting out the reasons to support your case. Copies of the Supporting Medical Application are available from the School Office. Any supporting documents must be supplied by the application deadline.

Priority 4: Finally, decisions will be taken on the basis of pupils living nearest to the school as measured in a straight line. Distance will be measured in a straight line from the pupil's main home to the school's designated main entrance nominated by the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion, where distances are the same, random allocation will be used. Child-minding and/or work commitment factors cannot be taken into account when allocating places at over-subscribed nurseries/schools.

If the nursery is oversubscribed, children due to start in Reception in September 2027 will be given priority over children requesting a January 2027 intake or April 2027 intake.

The address from which you apply

The address on your online application form must be where you live with your child. You must not use the address of a business, a relative, a childminder, or any other person (see Note below). If necessary, steps will be taken to verify addresses. Falsification of an address can lead to withdrawal of the offer of a place.

Note: 'Child's permanent address' - consideration will be given to accepting that a child's normal permanent place of residence is with someone other than a parent, e.g. a relative or carer, only where there is significant independent evidence to support the arrangement. It is expected that such evidence would take the form of a Court Order identifying the person with legal custody and parental responsibility for the child. In certain circumstances, a letter from the Social Services department outlining and supporting the arrangement would also be considered. Any supporting evidence must be supplied by the application deadline.

Shared custody
If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application.

Change of information affecting your application
It is important that you let the school know of any change to information provided in your application immediately. If after submitting your application, you change your mind and decide not to proceed with it, please ensure that you inform the school/nursery.

Notification of the Outcome of your Application

Parents will be notified of the outcome of their application, in line with the intake preference provided on their online application form as follows:

- In November 2026 for a January 2027 intake
- In February 2027 for an April 2027 intake
- In April 2027 for a September 2027 intake

Any child who is not offered a place will have their name held on a waiting list. This will be reviewed whenever a place becomes available. At such reviews, the same criteria will be used as for the initial allocation of places.

Admission to Primary School

If your child is successful in obtaining a place in the nursery class at the school, **it does not guarantee that he/she will automatically be admitted to the primary school on reaching Reception class age**. When the time comes for you to consider your child's admission to infant or primary school you must complete the Reception Application Process and will be considered strictly in accordance with the published admissions criteria for the school to which you apply. The admissions criteria for Downsview Primary School does not provide priority for admission to children in attendance at the Nursery.

This policy has been written with advice from the Local Authority.

Contact Details

If you have any questions please email: admissions@downsview.croydon.sch.uk or contact the school's Admissions Officer on 020 8764 4611

Downsview Primary & Nursery School
Biggin Way
Upper Norwood
London
SE19 3XE
Tel: 020 8764 4611
Email: sec1@downsview.croydon.sch.uk (general enquiries)

The school will handle any information you have provided in line with the Data Protection Act 2018 and will be used for school admission purposes.