



Nursery Admissions Policy Academic Year 2025-2026

CHERRY LANE PRIMARY SCHOOL
NURSERY ADMISSIONS POLICY 2025-2026

Cherry Lane Nursery has a total capacity of 90 nursery sessions each day. Sessions are split across 30-hour, morning and afternoon sessions. Our nursery is open for 38 weeks of the year.

The admission entry age for children in our nursery is three years old.

The nursery waiting list and the admission process is managed by the school Admissions Officer.

CRITERIA

Priority for admission will be given to those children who meet the criteria as set out below:

1. Children aged three or four years old that have an Education Health Care plan which names Cherry Lane nursery.
2. Looked after children (Children in Care).
3. Children who are the subject of a recognized Child Protection Plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
4. Children who have a sibling already attending Cherry Lane Primary School.
5. Children of staff employed to work at Cherry Lane Primary School.

Definitions of criteria

- For the purposes of Criteria 4, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the Primary school (not the nursery) and will continue to do so on the date of admission.

When the above criteria have been applied, remaining places will be offered to children according to age, eldest first, until all places have been offered.

Children who do not receive an offer of a place will remain on the waiting list and will be contacted as and when places become available. The above criteria will apply.

Please note that Cherry Lane reserves the right to withdraw the offer of a place in the nursery if it becomes apparent and clear that after ten working days the nursery is unable to meet the needs of a child (unless they have an Educational Health Care Plan – EHCP). This is because the nursery can only function effectively and without prejudicing the service that it offers to our youngest pupils if the needs of the pupils attending can rightly and reasonably be met by the staff working at the nursery and given the limited supply of resources both physical and financial which the school holds

HOW TO APPLY

Parents may express an interest in the nursery at any time by completing and submitting a [Nursery Enquiry Form](#), which is downloadable from the school website www.cherrylane.hillingdon.sch.uk/classes/nursery

Parents may at this point request a preference for 30 hours, AM or a PM session.

Preferences are not guaranteed but an expression of wish.

CONFIRMATION OF NURSERY PLACE

A first round of offers will be made to children on the waiting list who are on the waiting list at the start of the Spring term.

Offers shall be made via telephone in the first instance by the admissions officer and subsequently confirmed by email, parents will be asked to confirm their acceptance of the nursery offer within 48 hours.

Should the school not receive confirmation of acceptance from the parent/carer by the date and time specified then the school will assume that the place is unwanted and it will be offered to another child.

Further offers will then be made on an ongoing basis, if nursery places are still available.

NURSERY DISCOVERY VISIT

In order for any child to be considered for a place in the nursery it is a pre-requisite that the parents and the child attend a pre-nursery discovery visit by invitation. This provides both parents and their child/children to meet our EYFS Lead, Mrs. Rowlands and to explore and familiarise themselves with the nursery environment.

Please note that a place in the nursery does not guarantee a full-time place in the school. Applications for Reception are dealt with by the Local Authority. If your local authority is Hillingdon then you will need to submit your online application via <https://www.hillingdon.gov.uk/primary>

30 Hour Places

Since September 2017, working parents meeting an eligibility criterion have been entitled to receive 30 hours of free childcare for their three or four year old child at participating nurseries. **(only from the term after their child's third birthday).**

Eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

Parents will need to pass the eligibility check through the Government Gateway on Gov.uk and provide the free childcare code to the school Admissions Officer prior to the child being admitted to the nursery.

Charges

Children allocated a 30 hour place begin nursery at 8.30am and finish at 3.30pm, this being a 35 hour school week. Parents will be charged an additional £5 charge per day (non- refundable) to cover unfunded staffing costs over the daily one hour lunchtime supervision period.

This charge must be paid a term in advance, non-payment will result in the 30 hour place being withdrawn and either an AM or PM session will be offered subject to availability.