REDRIFF PRIMARY
CITY OF LONDON ACADEMY

Nursery Admissions Policy 2026-2027

Version	Date	Nature of change	Reason	Author(s)	Ratification at LGB date
1.0	Sept 2017			JJ	
1.1	April 2020	Has met all updates.		JJ	28.4.20
1.2	March 2022	Nursery fee changes.			
1.3	August 2022	Submission deadline change.			
1.4	March 2023	No updates made			
1.5	October 2023	Change to 'Children of staff members'	Change to admissions – consultation met with Southwark.		
1.6	March 2025	No updates.			
1.7	September	Updates made to 15 hours (part time places).	Government changes		
1.8	March 2026	Updates to additional hour fees	In-line with Southwark		

Last reviewed: March 2026

Next review: March 2027

REDRIFF PRIMARY
CITY OF LONDON ACADEMY

REDRIFF PRIMARY SCHOOL

ADMISSIONS POLICY FOR NURSERY

SEPTEMBER 2026

1. GENERAL
This document sets out the proposed admission arrangements for Redriff Primary School.

The academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code") the School Admission Appeals Code of Practice 2014 ("the Appeals Codes") and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to Redriff Primary School, the powers and functions of which may be delegated to the local governing body of the Academy.

Redriff Primary School will participate in the co-ordinated admission scheme administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

2. THE NORMAL ADMISSIONS ROUND:

The admission arrangements for the academy are set out below. These arrangements are subject to any changes approved by the Secretary of State for Education

Nursery

a) It is important to note that attendance/enrolment in the nursery **will be distinct and separate** and have no relevance to attendance in the Primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.

b) Oversubscription - If the nursery is oversubscribed, priority will be offered in accordance with the oversubscription criteria which applies to the academy as a whole [as described the Oversubscription Criteria below], except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.

c) Waiting list - The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria.

3. WE ARE A SCHOOL-BASED TERM TIME NURSERY:

We are a school-based Nursery. We are open term time only from 9am until 3.15pm, 5 days a week. We offer both full time and part time places.

30 hours free childcare scheme

If you are eligible for the Government's 30 hours free childcare scheme, then your place will be free of charge. You can check if you are eligible here: www.childcare-support.tax.service.gov.uk. Parents who qualify for the 30 hours childcare scheme will be required to reconfirm their eligibility with HMRC every 3 months. If it is confirmed that you are no longer eligible for the scheme, the Government will give you a 'Grace Period' until the end of your child's placement. After this period, children are entitled to receive the 15 hours early education entitlement.

Grace Period Table:

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Full Time Places – Additional Hours

If you are not eligible for the 30 hours of free childcare but would still like your child to attend full-time, the additional 15 hours are available at a cost of £127.50 per week *(from April 2026)*. The first 15 hours are covered by the Government's early education entitlement, which is available to all three- and four-year-old children.

An additional lunch charge of £1.75 per day applies for 2 days per week, totalling £3.50 per week. The remaining 3 days are covered within the Government-funded 15 hours. This brings the total weekly cost for the additional hours, including 2 lunches, to £131.00 per week. If you do not wish to pay for the lunches, you may provide a packed lunch instead.

Part Time Places

We also offer part time places for families who are not entitled to the 30 free hours/who do not wish to pay for the additional hours. The part time place is covered by the government funding and there will be no charges. We have two options for part time places:

Monday, Tuesday full day and Wednesday half day

Wednesday half day, Thursday and Friday full day

4. CONSIDERATION OF APPLICATIONS

Arrangements for applications for places within the academy nursery will be made in accordance with the academy's admission arrangements and will be made on the academy's own application form provided and administered by the academy. Applications must be made directly to the academy.

The Academy Trust will use the following timetable for applications to the academy each year (exact dates within the months may vary from year to year).

a) By the 22nd March 2026 – application form to be completed and returned to the academy
b) Beginning of April – the academy will advise applicants who meet the required admissions criteria if they have been successful in gaining a place or not
c) End of April – Parental confirmation to academy of acceptance of nursery place

5. PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Where the academy is named on a pupil's Statement of Special Educational Needs or on an Education, Health and Care Plan (EHC Plan), that child will be admitted by the academy. If the number of applications for admission to the primary school is greater than the published admissions number, applications will be considered against the criteria and order set out below:

NURSERY

In the event of there being more applications than available places, and after the admission of children with Statements of Special Education Needs and Education, Health and Care Plans where the academy is named on the statement, places will be allocated against the criteria set out below:

1. Children in public care (Looked After Children);

2. Children of staff at the school where there is a demonstrable skill shortage;

3. Children who will have a brother or sister attending the school at the time of entry;

4. Children with educational, medical or social needs where professional advice indicates that placement would be beneficial; this includes children with a statement of special educational needs which names the nursery class;

5. Children for whom it is their nearest maintained nursery class or nursery school.

Tie breaker

Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 5. If however there is a tie break lots will be drawn to decide which child is offered a place.

Clarification of a 'Looked after child'

Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code) A 'looked after' child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted[18] (or became subject to a residence order[19] or special guardianship order[20]). Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Clarification of 'staff where there is a demonstrable skill shortage'

Children of a staff member who fills a post for which there is a demonstrable skill shortage.

Clarification of 'sibling'

Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the permanent, same address. In the case of twins and/or multiple births in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Clarification of 'psychological, medical or social needs'

Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

The supporting information submitted at the time of application will be reviewed and a decision will be made by the Head teacher and Special Needs Coordinator.

Clarification of distance measured

Distance measurement- A child's home will be the address at which the child normally resides for the majority of the week and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence.

a) Priority will be given to those children who live closest to the school using a straight line measurement taken from Ordnance Survey Data from the Academy building's main entrance on Blondin Way to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the Academy building's main entrance to the main entrance of the building in which the flats are located.

b) If the Academy is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered based on the lower door numbers.

c) Any offer of a school place will be conditional until proof of address has been provided. Original copies of the following documentation will be required:
   i. Child benefit documentation;
   ii. Council tax bill

d) Occasionally, if the Academy has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the Academy discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

6. OPERATION OF WAITING LISTS

The academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate. A child who is unsuccessful in being offered a place will automatically be put on the waiting list. The academy will maintain it until a parent requests that their child be removed from the list.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above, namely looked after children, previously looked after children and those allocated a place at the academy in accordance with a Fair Access Protocol will take precedence first. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. ARRANGEMENTS FOR APPEALS PANELS

There will be NO right of appeal against the refusal of admission of a nursery place.

8. APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND - 'IN YEAR' APPLICATIONS

Pursuant to the School Admission Code 2014 there is no requirement for local authorities to co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. It may be that the academy will reach agreement with the local authority or other agency to handle the co- ordination of 'in year' applications for admission and waiting lists. If this is the case full details will be published on the academy website.

Applications for places outside the normal round of admissions (in year admissions) will be allocated in accordance with the school's published admission criteria. These applications should be submitted direct to the academy.

If more applications are received than there are places available, the oversubscription criteria above, shall apply.