

Applying for a place at Hampton Lakes Nursery

At Hampton Lakes, a child would generally start nursery in the September after their third birthday, and would be offered either thirty-hour provision (if eligible) or five morning places a week, term time only. However, we do accept applications throughout the year, subject to places being available (see below).

This document supports the application process for the families that wish to apply for a place at our nursery.

Application process

Parents can apply for a place at our nursery through the completion of an online nursery application form, which can be obtained from the Hampton Lakes Primary School website www.hamptonlakesprimary.org.uk/nursery/applicationform

Application timetable

Applications will be processed and letters sent to families, informing them of the outcome of their request for a placement no later than:

Term applied for	Letter will be issued no later than
Autumn Term 2021	End of June 2021
Spring Term 2022	End of November 2021
Summer Term 2022	End of February 2022

Should the nursery be formally approved for opening in autumn 2021, we will publish the termly application deadlines for the whole academic year in advance.

Place limit

The nursery at Hampton Lakes has a limit of 26 children at any one time. Once this limit has been reached, we are not able to take any more children.

We are not able to reserve places for children who may move into the area later in the year.

If we are full, a waiting list will be maintained by the school, and parents will be notified if a place becomes available.

Where more applications are received than places are available in our nursery, places will be allocated in accordance with the published oversubscription criteria.

Oversubscription criteria

When the nursery is oversubscribed, after children with an Education, Health and Care plan naming the nursery, priority will be given to those children who meet the criteria set out below, in priority order. Within each category priority will be given to the request for 30 hours:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order ⁽¹⁾
2. Children living in catchment 1 with a sibling ⁽²⁾ on roll at the time of joining
3. Children living in catchment 2 with a sibling ⁽²⁾ on roll at the time of joining

4. Children living in catchment 1 (see map)
5. Children living in catchment 2 (see map)
6. Children of members of staff ⁽³⁾, who have filled a vacancy for which there is a demonstrable skills shortage
7. Other children with a sibling on roll at the time of joining
8. Other children

(1) 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 functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

(2) For the purposes of admission to the nursery, the definition of a sibling is as follows: children aged between 4 and 11, living in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother, or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/ carer's partner, and in every case, the child should be living in the same family unit at the same address. This does not include children temporarily living in the same household, for example, a looked after child in a short term, or interim, foster placement.

(3) Staff refers to all employed at Hampton Lakes Primary School as their principle place of work, whose employer is the Hampton Academies Trust.

30 Hours Extended Entitlement

When nursery place offers are made, we offer 30 hours places first. Parents will be required to provide proof of their eligibility of this entitlement. The proof will be through the production of the unique code issued to the parent/ carer by HMRC. Hampton Lakes will then process the validation checks to confirm the code is "live" before offering places to parents.

Evidence

All entitlements

Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate, or passport, and the child benefit letter or a utility bill showing the parent's name.

Home address

The address given on the application form should be the child's permanent or main residence at the time of allocation, and should be the address the child resides in when they start at Hampton Lakes in September. The main residence must be the address at which they spend most of their school nights and will usually be the address to which child benefit is paid.

Where a parent is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of signed lease

agreement or a letter confirming contracts have been exchanged and with a confirmation of completion date.

Applying for a place in Reception at Hampton Lakes Primary School

We very much hope that many of the children in the nursery will go on to be pupils at the school later on. However, a place in the nursery **does not guarantee** that your child would get a place in one of the Reception classes at the school the following year. Parents have to apply for a school place via the co-ordinated admissions system operated by Peterborough City Council. See the school's website and the Peterborough City Council's admissions website for further details. The addition of nursery provision does not change the school's admissions arrangements for school age children or the school's main admissions policy.