



2016/17

# Nursery classes in maintained Richmond schools

Local authority nursery applications close on  
Friday 11 March 2016



**achieving  
for children**



*LONDON BOROUGH OF  
RICHMOND UPON THAMES*

# How will my child benefit?

All nurseries follow the Early Years Foundation Stage (EYFS). The EYFS sets out the standards for learning, development and care of children from birth to 5 years old.

There are seven areas of learning and development. All of the areas are important and connected. The prime areas underpin children's learning and development. The prime areas are:

- communication and language (speaking, listening, understanding)
- physical development
- personal, social and emotional development.

As your child grows, the prime areas will help them develop skills in the following four specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design.

The learning experiences that practitioners plan will be suited to your child's unique needs and interests. Your child will take part in a wide range of playful learning activities both indoors and outside including:

- sharing stories, songs and rhymes
- talking with friends
- playing in groups and taking turns
- moving, exercising and being active
- finding out, creating, building, making
- jigsaws, puzzles, counting and games
- exploring sounds and dancing
- pretending and imaginative play.

Children will have opportunities to visit interesting places nearby and meet new people in their community.



# How do I choose?

Most schools produce a prospectus or information booklet which will help you decide how suitable they are for your child. You can get a free copy direct from each of the schools you are interested in or you can look on the schools' individual websites.

You are also welcome to visit any school before you decide which to apply to. If you need to arrange a visit please contact the school beforehand.

## Questions to ask

- What are the chances of my child obtaining a nursery place at the school if it receives more nursery applications than it has places, bearing in mind the school's admission criteria?
- Does the nursery provide any extra care for children before or after nursery sessions?
- What sort of daily routine will my child follow at the nursery?
- How does the nursery keep parents informed of their children's progress?
- Is there flexibility around attendance?
- What are the attendance options?
- Can I pay for additional hours?
- What sort of things will my child do whilst they are in nursery?
- What can I do at home to help prepare my child for nursery?

## Key Dates

Applications close on

**Friday 11 March 2016**

Places will be offered from

**Friday 6 May 2016**



# How do I apply?

## Maintained nursery

### Step one

Choose the nursery you would like to apply to. You may wish to arrange a visit to meet with the staff and look around

### Step two

Contact the nursery school for their application form, or download a copy from their website if available

### Step three

Submit the application to the nursery school  
**Friday 11 March 2016**

## Private provider

### Step one

Use our online childcare search at [www.richmond.gov.uk/childcare\\_search](http://www.richmond.gov.uk/childcare_search) to find providers in your area

### Step two

Contact the provider directly to enquire about their availability and waiting list

### Step three

The provider will contact you through their application form

## Types of provider

### Maintained

Maintained nurseries are usually attached to state schools or academies and receive public funding from the Council.

A full list can be found on pages 14 to 19. Places are usually provided on a part time basis, five mornings or five afternoons, Monday to Friday, term time only.

### Private and voluntary providers:

#### Day nursery

Day nurseries provide full or part time education and childcare for children aged 0 to 5.

e  
completed  
to the  
school by  
**March**

Step four  
Places will be offered  
to parents from  
**Friday 6 May 2016**  
in accordance with  
the chosen nursery's  
admissions criteria

Step five  
If you receive an offer  
please contact the  
school to confirm or  
reject it within two  
weeks

e  
er will talk  
h their  
process



### **Pre-school or playgroup**

These provide part time childcare for children aged 2 to 5 years old, normally term time only. Sessions last around three hours each.

### **Independent school**

A fee paying or private preparatory school. These may take children from nursery to sixth form.

### **Childminder**

Childminders are self-employed child carers who will look after your child in their own home. Childminders can often offer flexible care, including school pick-up or drop-off and wrap around care. As they work with small groups of children, they may be able to offer more individualised care.

# Early education funding

## **In a local authority nursery**

All children attending a maintained nursery school will receive 15 hours of free education a week. Some may now offer additional fee paid hours beyond the early education entitlement. See pages 14 to 19 for individual school details.

## **In a private or voluntary nursery: 3 and 4 year olds**

Three and 4 year olds are entitled to early education funding for 15 hours a week from the term after their third birthday. The free hours can be used to fund longer sessions with parents paying for the additional hours on top. To find nurseries that offer the early education funding please tick the **Eligible for Early Education Funding** box when using our search facility at [www.richmond.gov.uk/childcare\\_search](http://www.richmond.gov.uk/childcare_search)

## **Claiming early education funding**

If your child attends a maintained nursery, the money will automatically be paid to them. If your child attends a private nursery or childminder, you will be given a parent declaration form to complete each term. The funding money will then be paid to the provider, usually around half term.

Providers are entitled to charge for any additional hours accessed over the 15 hours entitlement and for additional services, such as food. However, this must be made clear to you in advance as well as being clearly defined on your invoice. Find out more at [www.richmond.gov.uk/early\\_education\\_funding](http://www.richmond.gov.uk/early_education_funding)



# Questions

## **What if my child has special educational needs?**

If you are concerned about your child and think that they may have special educational needs, you should talk to the school about this.

In most cases, your child's special educational needs will be met within the resources available in a mainstream school.

If you need more information, please contact the Special Educational Needs Team on 020 8891 7541.

To find out more about local services and support for children with special educational needs or disabilities visit our Local Offer website at [www.afclocaloffer.org.uk](http://www.afclocaloffer.org.uk)

## **If my child attends a maintained nursery will they automatically get a place in the reception class?**

Please note that a maintained school nursery place does not guarantee a place in the main school. Separate and different admissions criteria apply to reception classes. These are published in a separate brochure available from the Admissions Section or on the website [www.richmond.gov.uk](http://www.richmond.gov.uk)

As the demand for primary school places is very high, parents should consider other schools in the area as well as the one they have applied for.

## **What are my other options if my child does not get a place?**

If your child is not allocated a place at your nearest nursery school you can look for alternative providers using our online search at [www.richmond.gov.uk/childcare\\_search](http://www.richmond.gov.uk/childcare_search)

# Questions

## **What if I miss the application date?**

Please contact the nursery you would like your child to attend, to ask about their waiting list and availability. If your preferred local authority nursery cannot offer a space, you may wish to consider a private nursery or childminder.

## **When can I apply?**

You can register your child for a local authority nursery place from the age of 2 years. Please note that all applications will be considered in accordance with the admissions criteria after the closing date, and priority will not be given based on the date of application.





# How nursery places are allocated in maintained schools

Your child must be 3 years old by 31 August to start in a nursery class in September.

If there are more applications than there are places available, places will be offered in the following order of priority:

1. Places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg, from a social worker).
2. Places will next be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
3. Places will then be offered to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission.
4. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

## Notes:

- To qualify for the highest priority, currently looked after and previously looked after children are defined as:
  - children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
  - children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.
- Please note that children adopted from overseas are not classified as children in public care and will not be considered under this criterion.
- Any offer of a place on the grounds of distance is conditional on the child living at the address provided on the closing date for application. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.
- In order to be fair to all applicants, the Council has a standard method of measuring home to school distance. This is done by using a geographical information system that measures the home to school distance using routes by road and/or maintained footpath. The starting point is a point in the property determined by address point data supplied by the National Land and Property Gazetteer. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the nearest pedestrian school gate used by the relevant year group..

- Please note that we do not consider educational reasons under criterion 2, as support for a child's educational needs can be met at any of our schools. Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.
- Late applications will not be considered until after all applications received on time have been dealt with. As a late applicant, if your preferred nursery is unable to offer your child a place, your child's name will be placed on the waiting list in accordance with the published admission criteria.
- Each school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
- Where spaces are available children that will become 3 during the term (rising 3s) can be admitted to a local authority nursery at the school's discretion.

Parents are asked to note that the criteria are likely to be different for nurseries based in church primary schools as these schools set their own oversubscription criteria.

Each individual school will be able to advise you on their school's criteria.

## Useful contacts

**Family Information Service**  
**[fis@achievingforchildren.org.uk](mailto:fis@achievingforchildren.org.uk)**  
 020 8831 6298

Civic Centre  
 44 York Street  
 Twickenham  
 TW1 3BZ

## For more information

Please visit the following webpages for more information

**[www.richmond.gov.uk/nursery\\_schools](http://www.richmond.gov.uk/nursery_schools)**

**[www.richmond.gov.uk/fis](http://www.richmond.gov.uk/fis)**



# Map of local authority nurseries





## Richmond's Children's Centres

- 1 Barnes Children's Centre
- 2 Ham Children's Centre
- 3 Heathfield Children's Centre
- 4 Mortlake Children and Family Centre
- 5 Mortlake Powerstation
- 6 Norman Jackson Children's Centre
- 7 Stanley Children and Family Centre
- 8 Tangley Park Children and Family Centre
- 9 Windham Croft Centre for Children

Please see overleaf for nursery listings.

For more information visit:

[www.richmond.gov.uk/childrens\\_centres](http://www.richmond.gov.uk/childrens_centres)

# List of nursery schools

Key:

Services offered:



## **Maintained provision**

15 hour a week government funded places.



## **Maintained provision with additional fee paid hours**

As above with paid sessions that extend beyond the 15 hours funded by the government.



## **School led early years provision**

Includes places for 2 year old children (from the term after they turn 2). Fees may be paid by the family or by the government 2 year funding scheme (or a combination of funding and fees). Funding subject to eligibility.

Published admission numbers (PANs):



## **3 and 4 year old PAN**



## **2, 3 and 4 year old PAN**

For nurseries where 2 year olds are in the same room as 3 and 4 year olds.



## **2 year old PAN**

For nurseries where 2 year olds are separate from 3 and 4 year olds.

## **1 Archdeacon Cambridge's CE Primary**

DfE number: 318 3326

The Green, Twickenham, TW2 5TU

T: 020 8894 4777

E: [info@archdeaconcambridges.richmond.sch.uk](mailto:info@archdeaconcambridges.richmond.sch.uk)

W: [www.archdeaconcambridges.richmond.sch.uk](http://www.archdeaconcambridges.richmond.sch.uk)



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## **2 Barnes Primary**

DfE number: 318 2028

Cross Street, London, SW13 0QQ

T: 020 8876 7358

E: [info@barnes.richmond.sch.uk](mailto:info@barnes.richmond.sch.uk)

W: [www.barnes.richmond.sch.uk](http://www.barnes.richmond.sch.uk)



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### 3 Buckingham Primary

DfE number: 318 2035

Buckingham Road, Hampton, TW12 3LT

T: 020 8941 2548

E: [info@buckingham.richmond.sch.uk](mailto:info@buckingham.richmond.sch.uk)

W: [www.buckingham.richmond.sch.uk](http://www.buckingham.richmond.sch.uk)



### 4 Chase Bridge Primary

DfE number: 318 2036

Kneller Road, Twickenham, TW2 7DE

T: 020 8892 1242

E: [info@chasebridge.richmond.sch.uk](mailto:info@chasebridge.richmond.sch.uk)

W: [www.chasebridge.richmond.sch.uk](http://www.chasebridge.richmond.sch.uk)



### 5 Collis Primary

DfE number: 318 2032

Fairfax Road, Teddington, TW11 9BS

T: 020 8977 1458

E: [info@collis.richmond.sch.uk](mailto:info@collis.richmond.sch.uk)

W: [www.collis.richmond.sch.uk](http://www.collis.richmond.sch.uk)



### 6 Darell Primary

DfE number: 318 2004

Darell Road, Richmond, TW9 4LQ

T: 020 8876 6721

E: [info@darell.richmond.sch.uk](mailto:info@darell.richmond.sch.uk)

W: [www.darellprimary.org.uk](http://www.darellprimary.org.uk)

Note - Additional intake in January.



### 7 Hampton Infant

DfE number: 318 2009

Ripley Road, Hampton, TW12 2JH

T: 020 8979 1815

E: [info@hampton-inf.richmond.sch.uk](mailto:info@hampton-inf.richmond.sch.uk)

W: [www.hampton-inf.richmond.sch.uk](http://www.hampton-inf.richmond.sch.uk)



### **8 Hampton Wick Infant and Nursery**

DfE number: 318 2010

Normansfield Avenue, Teddington, TW11 9RP

T: 020 8977 3971

E: [info@hamptonwick.richmond.sch.uk](mailto:info@hamptonwick.richmond.sch.uk)

W: [www.hamptonwick.richmond.sch.uk](http://www.hamptonwick.richmond.sch.uk)



### **9 Heathfield Nursery and Infant**

DfE number: 318 2012

Cobbett Road, Twickenham, TW2 6EN

T: 020 8894 4074

E: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk)

W: [www.heathfield-inf.richmond.sch.uk](http://www.heathfield-inf.richmond.sch.uk)



### **10 Holy Trinity CE Primary**

DfE number: 318 3304

Carrington Road, (off Manor Road),

Richmond, TW10 5AA

T: 020 8940 2730

E: [info@holytrinity.richmond.sch.uk](mailto:info@holytrinity.richmond.sch.uk)

W: [www.holytrinityschool.org.uk](http://www.holytrinityschool.org.uk)



### **11 Lowther Primary**

DfE number: 318 2013

Stillingfleet Road, Barnes, SW13 9AE

T: 020 8748 3984

E: [info@lowther.richmond.sch.uk](mailto:info@lowther.richmond.sch.uk)

W: [www.lowther.richmond.sch.uk](http://www.lowther.richmond.sch.uk)





### 12 Meadlands Primary

DfE number: 318 2015

Broughton Avenue, Ham, TW10 7TS

T: 020 8940 9207

E: [info@meadlands.richmond.sch.uk](mailto:info@meadlands.richmond.sch.uk)

W: [www.meadlands.richmond.sch.uk](http://www.meadlands.richmond.sch.uk)



### 13 Nelson Primary

DfE number: 318 2014

Nelson Road, Whitton, TW2 7BU

T: 020 8894 9899

E: [info@nelson.richmond.sch.uk](mailto:info@nelson.richmond.sch.uk)

W: [www.nelson.richmond.sch.uk](http://www.nelson.richmond.sch.uk)

Opening September 2016 subject to  
Education Funding Agency agreement



### 14 Orleans Primary

DfE Number: 318 2018

Hartington Road, Twickenham, TW1 3EN

T: 020 8892 1654

E: [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk)

W: [www.orleans.richmond.sch.uk](http://www.orleans.richmond.sch.uk)



### 15 Sacred Heart Primary

DfE Number: 318 3320

St Mark's Road, Teddington, TW11 9DD

T: 020 8977 6591

E: [info@sacredheart.richmond.sch.uk](mailto:info@sacredheart.richmond.sch.uk)

W: [www.sacredheartteddington.co.uk](http://www.sacredheartteddington.co.uk)



### 16 The Russell Primary

DfE number: 318 2019

Petersham Road, Richmond, TW10 7AH

T: 020 8940 1446

E: [info@russell.richmond.sch.uk](mailto:info@russell.richmond.sch.uk)

W: [www.russell.richmond.sch.uk](http://www.russell.richmond.sch.uk)



### 17 St Edmund's Catholic Primary

DfE number: 318 3315

Nelson Road, Whitton, TW2 7BB

T: 020 8894 7898

E: [info@st-edmunds.richmond.sch.uk](mailto:info@st-edmunds.richmond.sch.uk)

W: [www.st-edmunds.richmond.sch.uk](http://www.st-edmunds.richmond.sch.uk)



### 18 St Elizabeth's Catholic Primary

DfE number: 318 3310

Queen's Road, Richmond, Surrey, TW10 6HN

T: 020 8940 3015

E: [admin@st-elizabeths.richmond.sch.uk](mailto:admin@st-elizabeths.richmond.sch.uk)

W: [www.st-elizabeths.richmond.sch.uk](http://www.st-elizabeths.richmond.sch.uk)



### 19 St James's Catholic Primary

DfE number: 318 3316

Stanley Road, Twickenham, TW2 5NP

T: 020 8898 4670

E: [info@st-james.richmond.sch.uk](mailto:info@st-james.richmond.sch.uk)

W: [www.st-james.richmond.sch.uk](http://www.st-james.richmond.sch.uk)



### 20 St Mary's CE Primary

DfE Number: 318 3317

Amyand Park Road, Twickenham, TW1 3HE

T: 020 8892 5840

E: [info@st-marys.richmond.sch.uk](mailto:info@st-marys.richmond.sch.uk)

W: [www.st-marys.richmond.sch.uk](http://www.st-marys.richmond.sch.uk)



### 21 St Richard's CE Primary

DfE Number: 318 3303

Ashburnham Road, Ham, TW10 7NL

T: 020 8940 7911

E: [info@srsa.richmond.sch.uk](mailto:info@srsa.richmond.sch.uk)

W: [www.srsa.richmond.sch.uk](http://www.srsa.richmond.sch.uk)



### 22 Stanley Primary

DfE number: 318 2021

Stanley Road, Teddington, TW11 8UE

T: 020 8977 4858

E: [info@stanley.richmond.sch.uk](mailto:info@stanley.richmond.sch.uk)

W: [www.stanley.richmond.sch.uk](http://www.stanley.richmond.sch.uk)



### 23 Windham Nursery

DfE number: 318 1001

Windham Road, Richmond, TW9 2HP

T: 020 8831 6060

E: [info@windham.richmond.sch.uk](mailto:info@windham.richmond.sch.uk)

W: [www.windham.richmond.sch.uk](http://www.windham.richmond.sch.uk)



**Note: Most Richmond nursery schools have one intake a year in September, however places may become available throughout in the year. Please contact the nursery you would like your child to attend to ask about their waiting list and availability.**

# Our children's centres

Children's centres offer informal support for parents and a fun, friendly and safe place for your child to play and learn to help them get the best start in life.

For information on local services for childcare and families visit

[www.richmond.gov.uk/childrens\\_centres](http://www.richmond.gov.uk/childrens_centres)

## Translation advice

Please contact us if you need this leaflet in Braille, large print, on audio tape or in another language.

Phone: 020 8891 1411

Civic Centre  
44 York Street  
Twickenham  
TW1 3BZ

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## Starting primary school

Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school.

You must make an application even if your child currently attends the nursery at your preferred school.

Information about primary school admission can be obtained either from the school itself or from the Admission Section on 020 8891 7514.

Further information for parents is also available in the following publications:

- School prospectus
- Primary admission brochure (available from the Admission Section on 020 8891 7514)
- Website: [www.richmond.gov.uk](http://www.richmond.gov.uk)

