

## **Nursery**

Our nursery has 64 places, 16 full-time and 48 part-time. All children initially start part-time. The morning nursery hours are 9.00am until 11.35am and the afternoon nursery is 12.40pm until 3.10pm.

### **When and how do I apply?**

We accept applications once your child is 2 years old.

To apply for a nursery class place at Robinsfield, you will need to apply directly to the school. You are welcome to arrange a visit and make an application.

### **When would my child start?**

If your child is 3 years old between March and August, they start in the September term. If they are 3 years old between September and February, they start in the January term.

### **How does the school allocate nursery places?**

There may not be enough places in the nursery class to take all the children who would like to attend. For community schools, where there are more applications than places, the school will allocate places in the following order:

- 1. Children with an exceptional medical or social need for a place at the particular school concerned (including children in public care)**
- 2. Children with a brother or sister already attending the nursery class or the infant school. This extends to applicants with a sibling attending Barrow Hill Junior School.**
- 3. Children for whom Robinsfield is the nearest nursery provision in a community school (priority within this group given to those living nearest the school)**
- 4. Children who live nearest the school.**

Please note that there is no automatic transfer from the nursery class to the reception class. There is a separate application procedure for reception class places.

## **Reception 2008/2009**

### **When do I apply for a Reception place and when will I hear the outcome?**

If your child will be five years old between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 your child is due to start in the reception class at school and your application must be made by 29<sup>th</sup> February 2008.

### **When would my child start Reception?**

Children will normally be admitted to community schools in Westminster in September if their fifth birthday is between 1<sup>st</sup> September and the end of February, or in January if their 5<sup>th</sup> birthday is between 1<sup>st</sup> March and the end of August.

## **How do I apply?**

As required by law, Westminster City Council will co-ordinate the admissions to our Reception class. Co-ordinated admissions have been introduced to make it easier for parents to apply to the primary schools of their choice and increase the number of children offered a reception place at a school of their preference in the initial offer round.

Each applicant can express up to six preferences for Westminster primary schools in order of preference on the Westminster common application form. You can also apply online at [www.gov.uk/admissions](http://www.gov.uk/admissions) or download a copy of the form. A copy of the paper form and guidance notes are also available from the school and from Westminster admissions team on 020 7641 1817. You should send your form to the Westminster admissions team at City Hall. Forms must be received by 5pm on 29<sup>th</sup> February 2008. Online applications will be accepted up to 11.59pm on this date. An acknowledgment will be sent to confirm receipt.

The council will co-ordinate the admissions process to ensure that no child receives more than one offer of a place at a Westminster Primary School (the highest preference for which they are eligible) on 8<sup>th</sup> May 2008. It is therefore very important to put your preferences in the right order.

## **How are Reception places allocated?**

The admissions team will order applicants in accordance with the admissions criteria as outlined above.

## **When will I hear the outcome of my application?**

If your application is received by the closing date of 29<sup>th</sup> February, you will be sent notification on 8<sup>th</sup> May 2008.

## **Proof of address and date of birth**

When offering a place, the school will also request evidence of your home address and child's date of birth. Please note if you are not able to provide an acceptable proof of address your application may become invalid and the offer of a place withdrawn.

Acceptable forms of proof are:

- Council tax bill
- Council/housing association tenancy agreement
- Child benefit notification

Photocopies are not acceptable.