

NURSERY ADMISSIONS POLICY

& PROCEDURES

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| Date | May 2025 |
| Review cycle | Annually |
| Review date | May 2026 |
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**MAYESPARK PRIMARY SCHOOL**

**NURSERY ADMISSIONS POLICY & PROCEDURES**

Mayespark Primary School Nursery has 52 available spaces; 26 morning places and 26 afternoon places.

Applications for our Nursery are managed directly by the school. We can admit your child the term after their third birthday, subject to available spaces.

For guidance, dates of birth and admission dates are listed below:

D.O.B. Admission to Nursery Admission to Reception

1.9.20 – 31.08.21 September 2024 September 2025

1.9.21 – 31.08.22 September 2025 September 2026

1.9.22 – 31.08.23 September 2026 September 2027

**Key Points:**

* Children typically start Nursery at the beginning of the academic year in September.
* Offers are made from April each year based on the priority criteria detailed below.
* Applications received after April will be considered if spaces are available.

To apply for a nursery place, please complete the [Nursery Application Form](https://forms.office.com/Pages/ResponsePage.aspx?id=0flzgtaK1Ee_PGCwkfBquFqFpyUOmLFPiv3JG9v_U_BUN0xCVUpLUDVJMkkwVzEwTzNBSzZCS0hRTCQlQCN0PWcu), available from the school website or school office. Upon completion, your child’s name will be added to our nursery waiting list, and we will contact you when a space becomes available.

**Nursery Sessions:**

* Morning: 8:45 am – 11:45 am
* Afternoon: 12:20 pm – 3:20 pm

You can apply for either session, but we cannot guarantee your preferred session will be available.

We do also offer all day sessions for parents who can provide a valid 30 hours eligibility code. The funded times are 8.45am – 2.45pm with an option of keeping your child until 3.20pm. Please speak to the school office if you are interested in a full day place.

For application status enquiries, please contact the school office at 020 8599 2263 or email us at [office@mayespark.redbridge.sch.uk](mailto:office@mayespark.redbridge.sch.uk)

**Priority Criteria**

We follow the London Borough of Redbridge’s priority criteria for nursery admissions:

1. “Looked after” children and children previously looked after but then adopted or placed under a residence or special guardianship order.
2. Exceptional medical or social reasons supported by a qualified professional, considered by the Authority’s medical or special educations needs advisers.
3. Siblings of children already attending the school, with preference given to older children.
4. All other applicants, with preference given to older children.

In each category, the tie-breaker is the shortest walking distance from the child’s home to the school, measured by a Geographic Information System. For flats, the distance is measured to the entrance of the block. If multiple applicants live an identical distance from the school, the Local Authority will use a random allocation system.

Please note, the statutory right to appeal does not apply to nursery admissions. Admission to the nursery does not guarantee admission to the main school, which must be applied for through the London Borough of Redbridge Admissions and Awards: <https://www.redbridge.gov.uk/schools/primary-school-admissions/>

or Lynton House, 255-259 High Road, Ilford, IG1 1NN