



Guildford Grove Nursery Admissions Policy
2025/2026



A child will be eligible for admission to the Nursery from the term after they turn 3 years old. Admission will be subject to an application being made and places available.

There are three Nursery intakes throughout the year: September, January and April.

All 3 and 4 year old children are eligible for a funded 15 hour Nursery place. Some children may be eligible for a funded 30 hour Nursery place. Please follow the link to check your eligibility: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

For children who receive a 30 hours funded place, parents must ensure that the codes are provided in advance of the next term starting. Failure to provide a valid code may result in charges.

If you are not eligible for 30 hours funded childcare, you may top up to the full 30 hours, at an additional charge. Top up sessions are not available ad-hoc and they need to be a regular commitment, which is paid in advance. The fees are as follows:

15 hours funded	Free
15 hours paid	£97.50 per week

Please note that if you opt for a paid place, you will be entering a termly contract. A notice period of 1 month will be required should you wish to make changes to this agreement.

We can accept up to 48 children on roll across the course of the year. These spaces are available as follows:

- 16 x 15 hour places – Monday and Tuesday 9-3pm, Wednesday 9-12pm.
- 16 x 15 hour places – Wednesday 12-3pm, Thursday and Friday 9-3pm.
- 16 x 30 hour places – Monday to Friday 9-3pm.

In order to request a space in our Nursery, parents and carers are required to complete an 'online admission form'. Once submitted, the school will be in contact the term before their requested start date to confirm if the requested space is available. Families are welcome to apply at any point throughout the year but will not be contacted about their application until the term before they are due to start.

Parents must accept or decline any place offered by responding to the welcome email. The offer may be withdrawn if you fail to accept the place.

Spaces will be offered on a first come, first serve basis. Where there are more applicants than spaces, families may be offered an alternate class or a waiting list will be operated.

Admission to the school's nursery does not guarantee admission to the Reception class of Guildford Grove Primary School. Application for a Reception place at the school must be made through Surrey's Admissions Scheme by the published deadline in order to be considered.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the school reserve the right to withdraw the place.

When the child is due to start Nursery, communication will be sent out regarding our settling in processes. Every new child will receive a home visit from the home school link worker and nursery practitioner. This is in order to get to know the child better in a place where they are most comfortable. The child will then be invited in to Nursery for short settling sessions, initially with their parent or carer and then on their own. Nursery may request a staggered settling period for a child if it is in their best interests. In these cases, Nursery and home will work together to build up their time in the setting slowly.