

Highbury Primary School & Nursery



Admissions Policy

Highbury Primary School & Nursery is open Monday to Thursday 0730-1800hrs and Friday 0730-1630hrs term time only (38 weeks per year).

We offer funded places for eligible children where they are available:

- Early Learning for 2-year-olds (up to 15 hours per week)
- Universal funding for all 3- & 4-year-olds (up to 15 hours per week)
- 30 hours childcare for working parents for children aged 9 months to 4 yrs

Registering Your Place

To apply for a place at Highbury Primary School & Nursery you must complete a nursery application form. You will be contacted via email to confirm your application form has been received and advised whether you have been placed on a waiting list or whether your child will be invited to attend a nursery visit.

Nursery visit/Settling in Session

Your child will be invited to attend a nursery visit (settling in session). The visit will last approximately one hour and your child will be encouraged to join in with the group and to explore their surroundings, get to know the staff and generally settle in. You will be expected to remain on site during this time.

Please note that attending a nursery visit is NOT a confirmation of your child's place. Your child's place will only be confirmed once we have met them and observed them in our setting.

Documentation

You will be required to provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places, i.e. their birth certificate or passport. We will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

Parent Declaration Form for Early Education Funded Places

You must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. You must complete this information and return to Highbury Foundation Stage Office to secure your child's funded place for the following term.

Shared Care

If we are unable to offer you a place for all your entitled funded hours, you may wish to share your early education funding with another local provider. Please contact FIS@portsmouthcc.gov.uk for details of other local settings.

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Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE

Waiting List

If there are not enough places available for all applicants, we will allocate places in the following priority order:

- In order of date the application is received (starting from the earliest)
- Children who have a sibling at our setting
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have exceptional medical or social grounds*
- Children who live nearest to the setting measured as the crow flies (i.e. in a straight line from the centre of the home residence to the main entrance of Highbury Primary School & Nursery)

* You must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative settings.

Deposit

No deposit is charged to secure your child's place.

Registration Fee

For non-funded places, a £30 Registration Fee is charged at the time of submitting your application. This fee is for administration purposes and is non-refundable.

Notice Periods

Parents are required to give 4 weeks' notice for any funded or paid hours when deciding to withdraw their child from Highbury Primary School & Nursery and will be invoiced for this period in the usual way.

Top-Up Fees

We do not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places).

Optional Additional Hours

If you require any additional hours, these may be purchased in line with our fees policy where places are available.

Additional Charges

Highbury Primary School & Nursery provide a healthy and nutritious snack for your child during their session. For this, we ask for a contribution of £0.50 per child, per week. We also charge for the following items:

- Hot school dinner (price on request)
- Baby Wipes - £1 per pack
- Nappies - 50p each
- Suncream - £5 per bottle
- Uniform (prices on request)
- Trips and Visits

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Invoices

Highbury Primary School & Nursery will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and that they understand fees paid for any additional hours. Please refer to our Nursery Fees Policy for further information.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Rebecca Frost, Nursery Manager, using the normal complaints procedure.

Policy Reviewed:	June 2026	Nursery Manager:	Rebecca Frost
Policy Review Date:	June 2027	Admin Officer:	Angie Bayliss

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