



Starting Nursery 2026-2027

For children born between 1 September 2022 and 31 August 2023

General Information

The Admissions Authority for Westbourne Primary School is Westbourne Academy Trust.

Applications for **Nursery** places for children who will be **3 years old by 1st September 2026 (born between 1/9/22 and 31/8/23)** should apply directly to our school.

The closing date for applications is **14th January 2026**. We do not operate a first-come, first-served system, an offer of a place is based on our admissions criteria.

Nursery places will be offered based on your child's ranked position on **14th January 2026**.

Nursery outcome letters will be sent by post on **2nd March 2026**.

You can still apply for a Nursery place for September 2026 after the closing date, if there are no places available you will be contacted and your child will be placed on the waiting list.

Please note that attendance at Westbourne Primary School Nursery does not give priority for a place in Reception class the following year. Parents/Carers must re-apply and follow the process for entry to Reception via the London Borough of Sutton's Admission website.

Westbourne Primary intends to admit 90 children into Reception in September 2027 and offer 52 places in Nursery in September 2027. Our Nursery offers both 30-hour and 15-hour places. 30-hour sessions are 8.30am to 2.30pm Monday to Friday term time only, with an option to pay from 2.30pm to 3.30pm each day. Parents requiring a funded 30-hour place must meet eligibility criteria and provide the necessary code to access the place. Parents are recommended to read the childcare and funding advice on <https://beststartinlife.gov.uk/>.

The 15-hour sessions will run 8.30am to 11.30am and 12.30pm to 3.30pm, to align with the school day. Parents of pupils who attend 30-hours are required to provide a packed lunch each day.

Your child will be expected to attend each session.

Mid-year Admissions

Children will be eligible for consideration for entry to nursery from the term after their 3rd birthday.

Therefore, if a place becomes available in nursery for a child who turns 3 after 1st September 2026, he/she would remain in nursery the following school year and apply for entry to Reception for September 2027. To be considered for one of these places next year you should apply before the deadline of **14th January 2026**. Details of this are below:

If your child was born between 1st September & 31st December, they may be able to start nursery at the start of the **January term** if there are places available at that point. This will mean they would have an extra two terms at nursery.

If your child was born between 1st January and 31st March, they may be able to start nursery at the start of the **April term** if there are places available. This will mean that they will have one extra term in nursery.

Please note that **Westbourne's Nursery is likely to fill up in September with children who have already turned three**, so even if your child turns three between 1 September & 31 March and you apply before the deadline of 14th January 2026, it is still possible there will be no places available in the nursery. **Your child may have to wait until September 2027 to begin nursery.**

Further Information

A child must be no younger than three years of age when they start nursery school. Alternative provision for younger children may be available in private nursery provision. For more information on private nursery provision please contact the Family Information Service.

The Family Information Service

Tel: 020 8770 6000 www.suttonfamilyinfo.org.uk

Email: familyinfo@sutton.gov.uk

The Sutton online Family Information Directory to search for childcare, activities and other support services can be visited at www.sutton.gov.uk/fid

We recommend that you visit the school to view the Nursery. We hold visits on most Tuesdays at 9:15 a.m. during term-time. Please telephone the school office for an appointment on 020 8644 8453 or via email to admissions@westbourne.sutton.sch.uk.

Admission Criteria

If the nursery is oversubscribed, places will be allocated according to the order of priority below:

Priority 1 - Looked After Children and Previously Looked After Children

Looked after children are children in public care at the date on which the application is made. **Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or child arrangements order, immediately after being looked after.

If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. If applying under the previously looked after criterion a copy of the adoption or child arrangements order must be supplied.

Please note that children adopted from overseas are not classified as children in public care.

Priority 2 – Exceptional Medical and Social Needs

If you wish to apply under exceptional medical and social criteria, you must provide additional information and professional evidence to support your case which should be attached to your application form. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, doctor and/or hospital consultant. Refugee and Asylum-Seeking children may be included under this criterion depending on individual circumstance and subject to support from a relevant professional or council officer as listed above.

Providing professional evidence does not guarantee your child priority at the school. The decision will be made by our Admissions Panel, who will consider whether the circumstances warrant a child being placed at our nursery and whether they should give the child priority over other applicants who may, for example, have siblings at the school or who may live closer.

If there are supported medical and social needs for mobility reasons, consideration for a priority place will normally only be given for our nursery if it is the nearest, unless you can demonstrate why our nursery, which may be further away than another, will be more appropriate for your child's needs.

Evidence to support a medical condition can come from the family GP or child's hospital consultant. This should confirm your child's condition and outline how it is managed. It should also confirm how it would affect your child in school and its relevance to a nursery placement. Common ailments such as asthma would not normally be given a priority placement. Any other medical conditions in the family may be considered but as a separate issue under social reasons. Parents are responsible for providing the evidence to support an application for medical or social placement. Any application that does not have supporting evidence will not be given priority and the school is not responsible for ensuring parents provide it. A medical condition that arises after the application has been submitted should be notified as soon as possible.

Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Priority 3 – Siblings

This priority relates to children with an older brother or sister attending the main school at the time that the younger child starts nursery. A sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If your child will have a sibling in our main school, it is important that you include the sibling's details on the form to ensure that, if applicable, sibling priority is given. **You should not name any child who is not a sibling, nor any child who will not be in attendance when the younger child is due to start.**

Priority 4 – Distance

The address on the front of the form should be the child's permanent place of residence. Distance will be measured in a straight line from the child's home to the designated entrance of the school using the local authority's computerised measurement system. Those living closer to the school will receive higher priority. The address given should not be a business, relative or carer's/childminder's address, nor is it permitted for a family to use a temporarily rented address to secure a nursery place for their child. The address will normally be the parent's address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the parent who receives Child Benefit in respect of the child. An application can only be made from a single address. If the child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. You are required to provide your current council tax bill. If you are a council tenant, you should provide a copy of your council tenancy agreement.

The nursery's geographical area of intake may change from year to year depending on the level of oversubscription and the number and location of applicants.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for 2 or more applications, the child to be allocated will be selected at random.

Waiting lists

Your child will automatically be added to our waiting list in the following circumstances:

- If you are not offered a place at the initial allocation
- If you submit a late application, and we are oversubscribed with applications who applied on time
- If you are applying for a nursery place for a child who is already 3 years of age and we are already full

The waiting list will be ranked according to the school's admission criteria as set out above. No priority can be given to children according to the date their application was received or their name was added to the list.

As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists.

You should note that your child's position on a waiting list may go down as well as up. This is because other children might be added to the nursery's waiting list that have greater priority for a place against the admission criteria. This can happen when new families move into the area or when other families ask to go on the waiting list for a nursery after the initial allocation date.

If your child is not successful for a place in 2026/2027 but will remain eligible for a nursery place in 2026/2027, you will be asked to tell us if you wish your child's name to be carried forward to the new academic year.

How to apply for a nursery place?

If you wish to apply for a nursery place at Westbourne you must complete the application form which is available at the back of this booklet and return it by the date indicated on the form, together with a copy of your child's birth certificate and council tax or council tenancy agreement as proof of address.

It is important that the application form is fully and accurately completed and submitted with the appropriate evidence (see below). If there are mistakes or inaccuracies on the form it may delay your application.

Any offer of a place based on where the child lives is conditional on the child being resident at the address at the closing date for application, unless a subsequent move has been accepted for allocation purposes.

Any application which uses false information will be withdrawn. If an application is found to be fraudulent after places are offered, the place will normally be withdrawn.

Parent/Carer's Details

The person applying on behalf of the child should be the person with Parental Responsibility for the child. However, there may be occasions where this is not the case, and this should be indicated on the form.

Parental Responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Parental Responsibility is automatically acquired at birth by the natural mother and natural father, if he was married to the mother at the time of birth or they were married subsequently. For children born since 1 January 2003, the child's natural father will have Parental Responsibility if he jointly registered as the child's natural father following the child's birth. Other people can obtain Parental Responsibility by seeking a Parental Responsibility legal agreement, obtained with the consent of all persons with Parental Responsibility or by a court order, or when a child is placed with them for legal adoption. Step-parents, grandparents and other close relatives do not have automatic Parental Responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or not related at all to the child it is likely that you are a Private Foster Parent. In law this means you must tell your local Council you are caring for the child and also you must tell the child's parents (or the person with Parental Responsibility) about the application for a school place and obtain their permission. You can find more information of Parental Responsibility at <https://www.direct.gov.uk/parental-rights-responsibilities>.

If you are unsure about your status, you should submit your application with a covering letter to explain your situation.

Supporting Evidence

You must include:

- Evidence of Looked After or Post Looked After status
- Evidence for social/medical reasons to be considered
- Evidence of address – current council tax bill or if you are a council tenant a copy of your tenancy agreement. If you move at any time after submitting an application to us, you must advise us immediately and provide proof of your new address, so that we can update our records and ensure that correspondence is sent to the correct address. Proof of your new address should include either a copy of your tenancy agreement or a copy of a solicitor's letter confirming the sale/purchase (this must be after completion has taken place). Exchange of contracts or a future completion date will not be accepted.
- Copy of your child's birth certificate

Returning your application form

Forms can be posted, emailed (admissins@westbourne.sutton.sch.uk) and hand delivered to the School Office, Westbourne Primary School, Anton Crescent, Collingwood Road, Sutton, SM1 2NT. Please note that if you wish to hand your form in to someone in person, you must bring your form to the school office between 8.30 a.m. and 4.30 p.m.

The closing date is 14th January 2026. If you miss the closing date, your application will still be accepted and your child's name will be placed on our waiting list.

Final Check List:

Before returning your application, please check that you have included the following information:

- Child's name;
- Child's date of birth;
- Your postcode;
- Evidence of your child's date of birth (preferably birth certificate, passport, residence permit);
- Evidence of Looked After or Post Looked After status;
- Any relevant medical or social evidence to support your application;
- Current council tax bill or council tenancy agreement;
- Details of siblings in the main school;
- Please sign and date the form.

Applications will be acknowledged via email.

Application for a nursery place at Westbourne Primary School in the 2026/2027 academic year



Please note closing dates
for applications:

14th January 2026

App. No:

Date:

Please read the attached booklet carefully before completing this form and please tick any boxes that are appropriate

1. Child's Details

Surname	Date of Birth	Boy/Girl
First Name	Middle Name(s)	

Child's Home Address (it is **very important** to include your postcode)

This must be the address where the child lives permanently, and should not be a carer or a relative's address. **If this is** different from the parent/carers address, please give reasons for this on a separate sheet of paper.

	Post Code:

2. Parent/Carer's Details

Surname	Title	First Name

Relationship to child

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Do you have Parental Responsibility for the child? (See booklet)

Address (if different from child's address given above)	
	Post Code:

Home Telephone No:	
Mobile Telephone No:	
Work Telephone No:	
Email Address:	

3. Please complete the following to help us determine your priority for a place

- a) Is your child Looked After i.e. In public care? Yes ☐ No ☐

If yes within which Local Authority?
(Please provide confirmation from a Social Worker)

- b) If you wish to put forward any medical/social reason why your child should attend our nursery please tick this box and provide details with your form. ☐

It is important to include any known medical or social reasons now as it may not be possible to take them into account later.

- c) If there is a sibling who will be attending our school on the date of your younger child's ☐ admission please tick this box and give details below. If there is more than one sibling, please include details of all with your application.

Name of sibling	Date of Birth	Year Group	Gender	M/F

- d) If you wish to give any other reasons for stating your preference, please tick this box and include details on a separate sheet of paper, and attach to your application. ☐

4. Funded hours

Are you seeking a 15-hour place (5 mornings or 5 afternoons) or a 30-hour funded place? Please tick the box below:

15 hours
30 hours

5. Declaration and signature of Parent/Carer

- I wish to apply for a place in the nursery of Westbourne Primary School
- I understand that allocation of a nursery place does not guarantee admission to the main primary school.
- I confirm I am eligible for a 30-hour funded place and will obtain an eligibility code.
- I certify that the information given is true to the best of my knowledge and belief.
- I will notify the school of any change in circumstance that will affect my application, including change of address.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Signed (Parent/Carer)

Date

Print Name:	

Returning your application form

Forms can be posted, emailed (admissions@westbourne.sutton.sch.uk) or hand delivered to:

Nursery Admissions

Westbourne Primary School

Anton Crescent

Collingwood Road, Sutton, SM1 2NT

Applications will be acknowledged via email.