



Shoreditch Park Primary School

Nursery Admission and Charging policy

Approved by:	Finance & Resource Committee	Date: 16.06.2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

Nursery Admissions Criteria

If more children apply than there are places available, the school will allocate places according to how many are available. Priority will be given in the following order:

1. A looked after child or a child who was previously looked after.
2. Children with an educational health care plan.
3. Children with siblings already at the school at the time of the proposed admission.
4. Children whose parents have held a post at Shoreditch Park Primary School for at least two years.
5. Children living nearest to the school as measured in a straight line from their home address using a map or website for calculating distances.

If an admission results in a tie-breaker decision for priorities 1, 2, 3 and 4, we will use distance as measured in priority 5 above.

Nursery Funding - Free Early Education Places for 3 Year Olds

All families are eligible for 15 hours per week for 38 weeks per year.

Families who meet certain criteria may be eligible for 30 hours per week. An eligibility code will be required for 30 hours funding. If you wish to apply for a code and to check your eligibility, you will need to set up a childcare account. [Apply for free childcare if you're working – GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-childcare).



Nursery charges – Top Up

These charges apply 38 weeks of the year including any absences. The fees are to be paid a minimum of 1 week in advance. Failure to adhere to this result may result in the withdrawal of the place. A minimum of one-half term's notice is required to terminate the place.

The amount you need to pay depends on your income.

If you are offered a place you will be required to sign an [income declaration form \(Appendix 1\)](#)

Please note that the free early education places for 3 and 4 year olds are already incorporated in the charges below

Band 1: Joint Household income under £25,000 per annum
Afternoon session
Fees per week
£90
Band 2: Joint Household income between £25,000 and £55,000 per annum
Afternoon session
Fees per week
£115
Band 3: Joint Household income over £55,000 per annum
Afternoon session
Fees per week
£130

What happens if my child doesn't get a nursery place?

If you are not offered a place, you can ask for your child to be put on the waiting list (each child is ranked in line with the admissions criteria).

Places are offered as and when they arise. This may mean that your child is offered a place one or more terms after they have turned 3 years and 3 months. The length of time your child has been on the list doesn't give them priority over other children on the list. If you are not offered a place, you cannot appeal against this decision.

If you don't have a nursery place for your child, or you have just moved into Hackney and all your local school nurseries are now full, you should contact the Family Information Service at Hackney Learning Trust on 020 8820 7590. They will be able to give you details about local children's centres, nurseries, childminders, playgroups and crèches.

Shoreditch Park Full time and Part time places

We offer 25 full time places which are allocated to children of working parents, the most vulnerable children and those in need (see admissions criteria).

The school can also accommodate 10 part time morning spaces with the option to pay to bring your hours up to the level of a full-time place. This means that you will get the first 15 hours for free, but you will be charged for the additional 15 hours. Opting to pay for a full-time place can only be allocated to those requiring a full week. This may be suitable for parents who require 30 hours childcare but don't meet the government eligibility check.



Appendix 1

Declaration Statement

Where a fulltime (fully funded) place hasn't been allocated

As per the Nursery Admissions Policy, you have been allocated a morning place at our Nursery and have requested additional hours for your child.

As you understand the School receives funding for all 3 & 4 year olds for 15 hours per week. It is therefore necessary that parents / carers, who are financially able to do so, contribute towards those places exceeding the 15 hrs, if you are not considered eligible for 30 free hours. Please refer to the income bands provided for the necessary contribution.

We therefore ask that you provide the details below of the household income. In doing so you confirm that the information is accurate and that all material information has been disclosed and in the event of a significant change of circumstances, that the School will be informed immediately. This includes where the household income is reduced which may give rise to a reduction or removal of the financial contribution. We will also require sight of a P60 or 3 months payslips.

Household Income:

Signed:

Dated:

