



Brookland Infant and Nursery School
Admission 2026-2027

You are invited to complete this application if you are interested in a Nursery place at this school for your child. This includes parents who already have an older child in the school. You must not assume that a place has been reserved for your child because you have completed this form. **Please note you will be required to provide proof of your address to the school, this could be either (i) two utility bills or (ii) registration for council tax and one utility bill, in all cases showing your name and address and also proof of your child's date of birth (either birth certificate or passport). We will need to see the original documents.**

Nursery Application Form

KNOWN NAME:

(Name you would like your child to be called in school)

Application for Admission to: **Brookland Nursery**

Child's Surname

First Name(s)

Child's Address

Date of Birth

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Post Code

Sex

Male

☐

Female

☐

Are there any younger children in the family?

Yes ☐

No ☐

If YES Please give dates of births

Date of Birth

Date of Birth

Date of Birth

Name(s) of parent(s) or adult(s) with parental responsibility as defined in the Children Act 1989*¹

Relationship to Child	Name	Surname	Date of birth	Address (if different to above)	Work/ mobile No.
1.					

Email address (parent/ carer 1):
(please print clearly)

2.					
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Email address (parent/ carer 2):
(please print clearly)

NI NUMBER:

parent/ carer 1.....

parent/ carer 2.....

Does your child have a medical, social or educational need which this school is particularly able to meet? If your child is to be considered exceptional, you must provide a written statement from a doctor, social worker or other appropriate professional. There must be a very specific connection between your child's need and this particular school.

Please indicate by ticking in this box if you are applying under this criterion (see note 2) and that you have supplied written statement(s) as described above for consideration.

☐

**1 Further information about the definition of adults with parental responsibility may be obtained from the school*

Does your child attend a Nursery or playgroup at present?

Yes ☐ No ☐

Does your child have brothers/sisters attending Brookland Infant and Nursery School or Brookland Junior school:

Yes ☐ No ☐

Name of School

If YES Please give details

Name Date of Birth

Name Date of Birth

Please indicate below what you are applying for:

- ☐ 30 hours (we qualify for the 30 hour free Nursery provision) ^{*2}
or
☐ 15 hours.

☐ ***In addition to the 15 hours, I would like to be considered if a 30 hour place comes up on a private, fee paying basis of £172.50 per week, paid in advance each term***

^{*2} To check your free 30 hour eligibility, please go to <https://beststartinlife.gov.uk/>

FOR SCHOOL USE

Confirm address overleaf is correct
(i.e. that requested proof has been seen)

Yes ☐ No ☐

Birth Certificate or passport seen

Yes ☐ No ☐

Date:

Initials:

Exceptional Circumstances (criterion 2, see Note 2)

Statement provided by



Brookland Infant and Nursery School

SUMMARY OF OUR ADMISSIONS POLICY FOR NURSERY ADMISSION

Thank you for enquiring about applying for a place for your child in our Nursery. We hope this summary will make clear the procedures for applying for a place. If you would like further information please contact the School – we would be pleased to answer your queries and would be proud to show you around the Nursery.

RATIONALE

Starting school is a big step for both you and your children. It can be an exciting time, but also worrying and stressful. We hope our admissions policy sets out clear procedures for the admission of children into Nursery that are fair and to help us establish a good partnership with families. We also hope that it allows us to help children and families settle easily and quickly into Nursery. We want to acknowledge the vital contribution you make to your child's education and keep you well informed of our procedures. We want parents and carers to trust the school and feel they're part of a friendly school community.

EQUAL OPPORTUNITIES AND INCLUSION

We believe that it is the right of all parents and carers and their children, regardless of their gender, ethnicity, religion, race, belief, cultural or home background, sexual orientation or gender reassignment, special educational need or linguistic ability to be included in all aspects of school life. We endeavor to ensure that everyone has equal access to information and is able to participate in all activities. This includes participating in all meetings pertaining to admissions and documentation regarding the admissions process.

The school follows the recommendations for admissions as set out by the London Borough of Barnet.

ADMISSIONS

We admit children into the Nursery gradually at the beginning of the academic year (September/October) and intend that all children are settled into our Nursery by the beginning of October.

For admission to our Nursery parents and carers are advised to apply to the Headteacher of the school after their child's second birthday. The school does not accept applications before this time. Parents and carers will need to ensure they indicate on the application form if they are applying for a 30-hour Nursery place or a 15-hour Nursery place. Deadline for applications is **1st March 2026** and after this date the application will be considered as late.

Parents and carers are notified of the decision to offer a place during April/May for the following September admission.

Admissions for 30-hour places in Nursery:

The Nursery has 30-hour places for children aged 3 years old and over. To qualify for the full 30 hours of Nursery provision there are 2 options:

Option 1: Each parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week.

For further information about the qualification criteria please go to <https://beststartinlife.gov.uk/>

The government has developed an online portal which will need to be accessed by parents and carers as a means to confirm eligibility. To access the portal please go to <https://www.gov.uk/help-with-childcare-costs>

The portal will issue an 11-digit code which must be presented **before 15th July if you have been offered a 30-hour place**. If we haven't received the 11-digit code by the 15th July we reserve the right to withdraw the 30-hour place and offer a 15-hour place instead.

Option 2: Parents and carers are paying the additional 15 hours on a private, fee-paying basis. We would offer the additional 15 hours at a fee **of £172.50 per week**. You would have to take up all additional 15 hours over 5 days. We will ask for payment of this advance each term and if payment has not been received prior to the term starting the school reserves the right to withdraw the additional 15-hour place

Where applications for places exceed the number of places available, places will be offered according to the following criteria as set out by Barnet Local Authority:

1. 'A child Looked After' and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been 'A Child looked After' (see Note 1)
2. Children who the Brookland Infant and Nursery School accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
3. Children who, at the time of admission, have a sibling living at the same address who already attend Brookland Infant and Nursery School, or the linked Brookland Junior School. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
4. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school.
5. Children living within Brookland Infant and Nursery School's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)
6. Children living outside Brookland Infant and Nursery School's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

Note 1

'A Child Looked After' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.

Note 2

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must specify the reasons why Brookland Infant and Nursery School is most suitable for the child and the difficulties that would be faced if the child attends an alternative school.

Information not provided at the time the application is submitted may not be considered at a later date.

Note 3

A map showing a school's defined area may be viewed at the school.

Distance is measured in a straight line between the address point for the child's home, supplied by the Royal Mail, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

Tie Breaker

Distance will be used as a tie-breaker within each category.

Final Tie Breaker

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

Applications on behalf of Multiple births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will go over the published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation.

Admissions for 15 hour places in Nursery:

The nursery has 15-hour places in the morning and 15-hour places in the afternoon for children aged 3 years old and over.

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4. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school.
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Admissions Procedure

Once you have been offered and accepted a place for your child, you will be invited to an evening meeting in June or July. During the evening you will have an opportunity to meet with members of the nursery staff team and arrange a suitable time for a home visit. You will also be informed of the starting date and settling in arrangements for your child. During the evening you will also be given a date for you and your child to come and visit the nursery as part of our settling in process. For admissions at any other time during the academic year you will be offered an intake meeting with the headteacher where you will be given a start date and settling in arrangements for your child.

Having been offered a place in the Nursery does not guarantee a place in Reception. You will have to apply for Reception admission directly to the London Borough of Barnet admissions department.