

RICHMOND AVENUE PRIMARY & NURSERY SCHOOL

Richmond Avenue, Shoeburyness, Essex, SS3 9LG ☎ 01702 292 197

🌐 www.richmond.secat.co.uk ✉ office@richmond.secat.co.uk

Headteacher: Miss Kate Money Penny

Admission into Richmond Avenue Nursery

Thank you for registering your child's details for a nursery place with us.

Every child will be entitled to 15 hours funding the term after their third birthday. To find out if you are entitled to additional hours, 30 hours funding, please visit: www.gov.uk

Please be advised we will only take children in at January & April if we have spaces available after the September intake. This is regardless of how long your child's name has been on the waiting list.

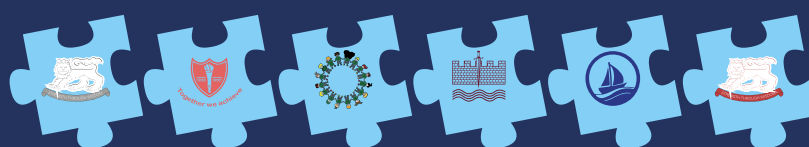
NO spaces can be held during a September intake to allow for spaces later in the year. If we do not have spaces, we may then be able to offer your child a space the following September.

Details of our session times are below.

| | Timings | Length | Cost |
|------------------|--------------|---------|---|
| Morning | 8.30 – 11.30 | 3 hours | FREE 15 hours per week is free the term after your child's third birthday £15 per session (£5 per hour equivalent) If you want your child to attend more than 15 hours per week. |
| Afternoon | 12.30 – 3.30 | 3 hours | FREE 15 hours per week is free the term after your child's third birthday £15 per session (£5 per hour equivalent) If you want your child to attend more than 15 hours per week. |

| | Timings | Length | Cost |
|----------------------|---------------|--------|---|
| Lunch session | 11.30 – 12.30 | 1 hour | £4.50 per session <i>This can be used by those taking either morning or afternoon sessions.</i> |
| Hot Lunch | | 1 hour | <i>If your child is staying for the lunch session, they can either bring a packed lunch or order a hot dinner at the price of £2.50</i> |

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Admission Criteria

If we are oversubscribed we will use the admissions criteria as follows, in line with the schools admissions policy:

1. Looked after children.
2. Children who live in the catchment area who have a sibling in the school.
3. Children who live in the catchment area.
4. Children who live outside area who have a sibling attending the school
5. Children who live outside the catchment area.

(Catchment area map can be found at www.southend.gov.uk/admissions)

The deadline for applications for September is May 1st each year.

The deadline for applications for January is October 1st each year.

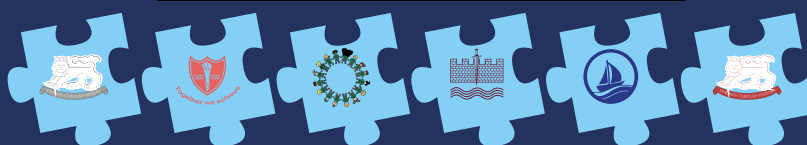
The deadline for applications for April is January 1st each year.

Please note that having your child in our nursery does not guarantee acceptance into the main school.

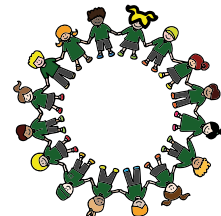
Thank you for choosing Richmond Nursery for your child, we look forward to working with you and your family.

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Admission into Richmond Nursery



Southend East Community Academy Trust is a company registered in England and Wales 07825856 Registered Office: SECAT House Delaware Road, Shoeburyness, Essex, SS3 9NP



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Nursery Registration – Waiting List

I have received the letter regarding admission to nursery and will inform you of any changes to my address and telephone number so that I can be contacted when my child is due to start nursery.

Name:

Signed:

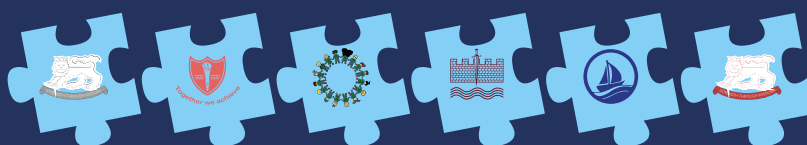
Date:

| | | | |
|---------------------------------|-------------------------------------|-----------------------|--|
| Child's name | | Parents name | |
| Child's Date of birth | | Parents email address | |
| Home Address & Telephone Number | | | |
| Intending to apply for: | 15 hours funding | 30 hours funding | |
| Sibling in the school | Yes / No (delete as appropriate) | Sibling Name: | |

Please complete and return the above to the school office / via email

office@richmond.secat.co.uk

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