



## GREENFIELD SCHOOL

# Registration and Admissions Policy 2025-2026

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## General

Greenfield Little School is 50.6 week nursery for children aged 6 months to 4 years.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. The Head requests to meet all children prior to starting. To arrange a visit, please contact our Head of Admissions by calling 01483 772525 or via email: [admissions@greenfield.surrey.sch.uk](mailto:admissions@greenfield.surrey.sch.uk).

Following the merger between Greenfield School and Hoe Bridge School announced in May 2025, admissions for pupils entering Reception through to Year 6 will now be managed by Hoe Bridge School.

To arrange a visit or for any admissions enquiries, please contact the Hoe Bridge Admissions Team at: [admissions@hoebridgeschool.co.uk](mailto:admissions@hoebridgeschool.co.uk)

## The Structure of the School

<b>Little School - Nursery</b>	
Fledglings	6 months – 2 years of age
Owls	2- 3 years of age
Robins	3-4 years of age

## The Entry Procedure

### Visiting the School or Little School

Parents are encouraged to visit the school or Little School and meet with the Nursery Manager. This can take place before or after registration. To make an appointment, please contact the Head of Admissions on [admissions@greenfield.surrey.sch.uk](mailto:admissions@greenfield.surrey.sch.uk).

### Registration

The first step to securing a place at Greenfield is to register your child. Registration can take place at any time prior to the child's entry date (including when child is not yet born). A link to our online Registration form can be obtained from the Admissions Office and must be completed and submitted along with the registration fee(s).

To register for entry into Little School, a £100 registration fee is due (regardless of whether a place is available). This does not guarantee entry into the school.

For Little School places, children registered more than 6 months ahead of entry will be added to the waiting list. Approximately six months before entry, you will then be informed whether there is a place available for your child. The allocation of nursery places considers several factors such as date of birth, date of registration, desired entry date, sibling priority, number of sessions required and whether the child is also registered for the school.

If a place has not become available by the preferred entry date, it is the parents' responsibility to inform the school if they wish to remain on the waiting list.

The registration fees are not refundable in any circumstance, regardless of whether the child is subsequently offered a place at Greenfield or not. This includes a situation where an offer is not made because the school is deemed unsuitable for the child, or by parent choice not to pursue a place.

At the point of registration, any relevant reports relating to special educational needs such as an EHCP, Educational Psychologist, Speech and Language or Occupational Therapy report should be received by Greenfield. General questions about a child's health, developmental milestones, social skills and previous nursery/playgroup experiences are requested through the admissions process prior to entry.

### Taster Days

A member of the Senior Leadership team will meet each applicant (Owls and Robins) to ensure their suitability for the school. For children entering Fledglings, no Taster visit is required.

### Little School and Early Years

For those entering Owls or Robins, this visit is an informal, 30 minute 'stay and play' in the Early Years department. This is intended to be a gentle introduction to the classroom for each child. It enables staff and parents the opportunity to discuss the child's development, as well as answer any questions the parents may have about the department. This visit is usually conducted by the Head of Pre-Prep, Head of Lower School or Deputy Nursery Manager and also, in some instances, a member of our Learning Enrichment team. This visit usually takes place approximately six to nine months ahead of entry. If, after initial visit, it is felt another visit would be beneficial before offering a place then the school may request this.

### Offers and Deposits

The School will make a formal offer of a place in writing and simultaneously request payment of the deposit and submission of the signed Acceptance Form. If the aforementioned are not received before the school by the deadline given in the letter the place may be offered elsewhere.

Confirmation of places follows the receipt of the Entry Deposit and signed Acceptance Form. For those joining Little School, offers are made approximately six months prior to your child joining, if a place is available. In circumstances where there is less time than this between registration and entry date, deposits will be requested as soon as possible after receiving the registration form. The Entry Deposit for those joining Little School is £250.

The School's terms and conditions will be sent to the parents with the request for the deposit. Any individuals with parental responsibility are required to sign the Acceptance Form. If this is not possible, the school must be informed of the reason. The deposit is retained by Greenfield until the child leaves the school. Should the place ultimately be rejected, fees will not be returned. Any court orders, including adoption certificates, school reports and Educational Psychologist reports should be made available to the Admissions Office when paying the deposit. Failure to do so is in breach of contract.

All paperwork must be returned by the deadline date stated in the offer letter. Failure to do so may result in the offer being withdrawn. The school is not obligated to remind parents to submit paperwork.

### [\*\*Settling-in Sessions\*\*](#)

#### *Little School (Fledglings, Owls and Robins)*

Children due to join Fledglings or Owls will be invited to some Little Visits along with their parent(s) shortly before entry. During these visits they will meet the Nursery Manager and staff to ensure that there is a good relationship and understanding of the child's individual needs. Usually, these visits take the form of two one-hour sessions, with parents only in attendance for the first session. Further settling sessions may be organised if the parents and Nursery Manager feel it would be beneficial.

Children joining Robins are also invited for a settling session prior to entry, but parents are asked not to stay for this session. Occasionally group sessions will be organised at the end of the term preceding a child's entry, if there are a group of children joining at the same time.

### **Points of Entry**

#### [\*\*Entry into Little School\*\*](#)

Children aged between 6 months and 4 years are able to join Little School Nursery. Registration can take place at any time prior to the child's entry date (including when child is not yet born).

Children registered more than 6 months ahead of entry will be added to the waiting list. Approximately six months before entry, you will then be informed whether there is a place available for your child. Places are offered considering factors such as date of birth, date of registration, desired entry date, sibling priority, number of sessions required and whether the child is also registered to join the school.

Children in Fledglings transition into Owls and Robins automatically.

Securing a place for a child to join Little School will require payment of a £250 deposit. This deposit is held by the school until the child finishes their time in Robins.

### Waiting Lists

When a child is registered to join a year group that is full, or if they are registered far in advance of entry, the child's name is placed on a waiting list. If a place arises for entry at the desired time, assuming all the admissions criteria have previously been met, a place will be offered. If the entry date specified on the registration form passes without a place being offered, the child's name is automatically removed from the waiting list. Parents wishing to keep their child on the waiting list for entry in the future must inform the Admissions Office in writing.

Places are offered to those on the waiting list taking into consideration: date of birth, date of registration, desired entry date, sibling priority and (for the nursery only), number of sessions required.

It is the responsibility of the parent or guardian who registers the child to keep the school informed of any changes to contact information. Attempts to contact families will be made usually via email or telephone in the first instance. Where an email address is provided on the registration form, it is accepted that this is the primary form of communication for written correspondence. Repeated failure to contact a family will result in the child's name being removed from the waiting list.

### Overseas Applicants

The School is pleased to accept overseas applications. Following receipt of the Registration Form and non-refundable registration fee, the School will seek to arrange a virtual meeting with parents and, where possible, the child. If the family plan to travel to the UK ahead of entry, the School will endeavour to organise a tour and Taster session.

It is essential the family supplies copy of a recent school report for the child, and confirmation of their right to be educated in the UK through relevant VISA. Regrettably, the School is not able to sponsor VISAs for pupils or parents. At the stage of accepting an offer, families relocating to the UK from overseas may be requested to pay a full term's fee as the entry deposit, at the Head's discretion.

### The Admission Register

Registration information is recorded in electronic format and backed-up every month for inspection purposes.

The school shares data with the Local Authority in accordance with legislation relating to children of statutory school age. For more information on how your data is stored and used please see our Data Retention Policy.

### Equal Treatment

Our aim is to encourage applications from candidates with a diverse range of backgrounds. We firmly believe this enriches our community. Transformative free places are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Greenfield School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

### Sibling Priority

We offer sibling priority wherever possible, providing that all the usual admissions criteria and assessments have been met and the Head is satisfied that the sibling is well suited to Greenfield School.

### Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry; however, parents must declare any medical or educational history that may be relevant and failure to do so will be in breach of contract. We welcome pupils with special educational needs, providing that our Learning Enrichment Department can offer them the support that they require and that the Head believes that Greenfield is the best environment for the child. This will be ascertained following the school's assessment procedures which includes, in the first instance, review of any relevant reports relating to special educational needs such as an EHCP, Educational Psychologist, Speech and Language or Occupational Therapy report. This may then be followed by further assessment stages, such as Taster Day, if appropriate. The School is fully accessible to wheelchair users.

If, at any time, it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Head reserves the right to ask the parent to find a more suitable school.

### 15- and 30-hours funding for 9 months+

~~All eligible pupils can claim the 15- and 30-hours funding at Greenfield School. Compulsory hours/sessions at Greenfield are greater than 15 hours in duration and the additional hours must be paid for by the parent.~~ The school's hourly rate does not match the hourly rate provided by Surrey County Council.

### Fluency in English

Most pupils are fluent English speakers, which enables them to cope with the academic and social demands of Greenfield School. However, some assistance is given to pupils for whom English is not their first language. These children quickly establish an enjoyment for learning. This is equally apparent with children who join us from abroad and who may, on occasion, have a limited understanding of the English language.

### Religious Beliefs

We do not select for entry on the basis of religious belief and all religions are welcomed and celebrated.

Signed: \_\_\_\_\_



Chair of the Board of Governors

**Date reviewed:** January 2026

**To be reviewed:** September 2026

**Appendix 1 – What class will my child join?**

Little School is comprised of four classes or 'rooms'.

Children may join the school at any point throughout the year, providing a place is available and the admissions criteria have been met.

<b>Little School - Nursery</b>			
<b>Age</b>	<b>Date of Entry</b>	<b>Room/ Class Name</b>	<b>Available Hours</b>
6-24 months	Aged 6-24 months.	Fledglings	50.6 week per year only.  Mixture of morning or afternoon sessions, or full time.  Minimum of any 6 sessions per week with at least one session on a Monday or Friday.
2-3 years	On or around their 2 <sup>nd</sup> birthday.	Owls	50.6 week per year only.  Mixture of morning or afternoon sessions, or full time.  Minimum of any 6 sessions per week with at least one session on a Monday or Friday.
3-4 years	On or around their 3 <sup>rd</sup> birthday.	Robins	50.6 week per year only.  Mixture of morning or afternoon sessions, or full time.  Minimum of any 6 sessions per week with at least one session on a Monday or Friday.