

# SURBITON HILL NURSERY SCHOOL

Welcome to  
Surbiton Hill Nursery School  
Information Booklet  
for the academic year 2026 - 2027



## Contents

About us.....	3
Our nursery provision .....	3
Funded hours entitlement .....	3
What we can offer .....	4
TWO YEAR OLDS – available sessions funded and chargeable .....	5
THREE AND FOUR YEAR OLDS – available sessions funded and chargeable .....	6
Charges .....	7
Application process.....	8
Key dates for school nursery entry September 2026 .....	8
When can I apply?.....	8
How are nursery places allocated in our school? .....	9
What if my child has special educational needs? .....	9
My child has a deferred school place and will be starting reception at statutory school age. ....	9
What are my other options if my child does not get a place?.....	9
If I accept a place, what happens next? .....	9
Before your child starts.....	10
Useful Links .....	10
Any other questions? .....	10

## About us...

Surbiton Hill Nursery is the only maintained nursery school within the Royal Borough of Kingston upon Thames offering government funded nursery provision for children aged 2, 3 and 4 with an option for extended day care. We are a school nursery offering term time provision but are also able to offer a limited number of spaces for 49 weeks each year – we are fully closed for two weeks in August and one week at Christmas.

We are proud to say that we have maintained our grade of OUTSTANDING from Ofsted for the sixth time in 2025. This means our Nursery has been graded as outstanding for more than 25 years! We are in essence an outdoor Nursery with a beautiful and exciting outdoor space for the children to learn and thrive in. We follow the forest school principles in all we do and have daily opportunities for the children to extend their skills in all weathers, celebrating the seasonal approach to the curriculum and being led by the interests of the children themselves.

## Our nursery provision

We have one classroom for 2 year olds (known as “Bees”) which has an outside play area. Our 3 and 4 year old classes are spread across two large rooms with access to our beautiful garden. These classes are collectively known as “The Den” but each have their own identity as “The Nest” or “The Burrow”

We also have specialist provision for children with social communication differences. All places within these provisions are allocated by the Local Authority (and parents cannot apply directly to the school).

## Funded hours entitlement

Depending on the age of your child and your personal circumstances, the following tables show you how many hours of childcare you may be entitled to:-

	<b>Aged 2-3</b>	<b>Aged 3-4</b>
	<i>Families receiving government support (Eligibility criteria applies)</i>	<i>All parents</i>
<b>15 hours (3 options)</b>	<p><b>OPTION 1</b> 8:45 – 11:45 Monday to Friday</p> <p><b>OPTION 2</b> Beginning of week Mon &amp; Tues 8:45-2:45 and Weds 8:45-11:45</p> <p><b>OPTION 3</b> End of week Weds 12:45-3:45 and Thurs &amp; Fri 8:45-2:45</p>	<p><b>OPTION 1</b> 8:45 – 11:45 Monday to Friday</p> <p><b>OPTION 2</b> Beginning of week Mon &amp; Tues 8:45-2:45 and Weds 8:45-11:45</p> <p><b>OPTION 3</b> End of week Weds 12:45-3:45 and Thurs &amp; Fri 8:45-2:45</p>
	<i>Working families (Eligibility criteria applies)</i>	<i>Working families (Eligibility criteria applies)</i>
<b>30 hours</b>	At SHN our <b>30 hour offer</b> is 8:45-2:45 Monday to Friday	At SHN our <b>30 hour offer</b> is 8:45-2:45 Monday to Friday

**The above entitlements are available during term time (38 weeks per year). Any hours accessed outside of your entitlement will be chargeable and do not form part of your 15/30 hour entitlement.**

## What we can offer

The table on the following page outlines what days and times you can access 15 or 30 hours of funded entitlement.

There are three **core** options available:-

- 15 hours part time across five mornings
- 15 hours part time across two and a half days (beginning or end of week)
- 30 hours full time across 5 days

Part time (15 hours can) be extended before school by use of our breakfast club (which is a chargeable service).

Full time 30 hours can be extended before and after school by use of our breakfast club and after school club (which is a chargeable service).

**Please note:- we do not offer any core attendance patterns apart from those listed above (although breakfast and after school club which is a chargeable service can be booked for just the days you require).**

In addition to this, we have a holiday club for parents who would like their child to attend for 49 weeks per year (during school holidays – excluding one week at Christmas and two weeks in August). This extended option is a **chargeable** service.

If you would like your child to attend term time and during school holidays, we can spread your early years entitlement across 49 weeks instead of 38 weeks. Please note that your attendance pattern during school holidays will mirror the term time offer with the exception of any part time sessions.

The tables on the following pages outline the different attendance patterns that we are able to offer.

TWO YEAR OLDS – available sessions funded and chargeable

UNIVERSAL 15 HOURS OVER 5 MORNINGS						
5 x mornings 8:45 - 11:45						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-11:45	FUNDED OR FEE					
11:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15</b>

UNIVERSAL 15 HOURS OVER 2.5 DAYS						
EITHER						
Beginning of week - full days on Monday and Tuesday (8:45-2:45) and a morning session on Wednesday (8:45-11:45)						
OR						
End of Week - an afternoon session on Wednesday (12:45-3:45) and full days on Thursday and Friday (8:45-2:45)						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-2:45	FUNDED OR FEE					
2:45-3:45	FEE ONLY					
3:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>15</b>

30 HOURS (UNIVERSAL + WORKING FAMILY ELIGIBILITY)						
5 x full days 8:45-2:45						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-2:45	FUNDED OR FEE					
2:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>30</b>

THREE AND FOUR YEAR OLDS – available sessions funded and chargeable

UNIVERSAL 15 HOURS OVER 5 MORNINGS						
5 x mornings 8:45 - 11:45						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-11:45	FUNDED OR FEE					
11:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15</b>

UNIVERSAL 15 HOURS OVER 2.5 DAYS						
EITHER						
Beginning of week - full days on Monday and Tuesday (8:45-2:45) and a morning session on Wednesday (8:45-11:45)						
OR						
End of Week - an afternoon session on Wednesday (12:45-3:45) and full days on Thursday and Friday (8:45-2:45)						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-2:45	FUNDED OR FEE					
2:45-3:45	FEE ONLY	FEE ONLY	FUNDED OR FEE	FEE ONLY	FEE ONLY	
3:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>15</b>

30 HOURS (UNIVERSAL + WORKING FAMILY ELIGIBILITY)						
5 x full days 8:45-2:45						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:45-8:45	FEE ONLY					
8:45-2:45	FUNDED OR FEE					
2:45-5:45	FEE ONLY					
<b>No of funded hours</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>30</b>

## Charges

We do not make any charges for universal early years entitlement or entitlement due to eligibility based on families receiving government support (subject to evidence of eligibility) or working parent eligibility (subject to eligibility). We claim this funding from the local authority on a termly basis.

We do however charge a fee for the following:-

<p><b>Lunches</b> (Note that a hot lunch is optional and your child can bring a packed lunch instead. Lunch is only provided to pupils attending full days).</p>	£2.50 per day
<p><b>Additional childcare hours</b> e.g. breakfast/after school club/holiday club or additional hours</p> <p>Breakfast Club 7:45-8:45 After School Club 2:45-5:45 (chargeable by the hour) Holiday Club 7:45-5:45 (chargeable by the hour)</p>	<p>£11.00 per hour</p> <p>£11.00 per session £33.00 per session</p> <p>£110.00 per session</p>
<p><b>Deposit</b> on offer of a place where charges will be made for additional hours (refundable when your child leaves us)</p>	£250.00
<p><b>Non Food consumables</b></p> <p>We do not make any charges for nappies, suncream, wipes etc but ask that you provide these for your child.</p>	Nil
<p><b>Events and Activities – voluntary contribution</b></p> <p>From time to time we organise extra curricular events e.g. a visit to the nursery by a Farm. On these occasions, we will write to you separately asking if you will be willing to make a <b>voluntary</b> contribution towards the cost.</p>	Nil

Where an additional charge is made you will be issued with a Registration Form and Parent Declaration asking you to sign and agree to our terms and conditions. You will also be issued with a payment schedule for the academic year.

Invoices will be sent to you on a monthly basis for any additional charges.

## Application process

Surbiton Hill Nursery follows the local authority (The Royal Borough of Kingston upon Thames) [admissions process](#) (click hyperlink).

*Parents/Carers are not able to apply for a place in our specialist provision as these places are allocated by the local authority through a SEN panel.*

Our main intake of pupils is in September each year (Autumn Term). If we have any vacant spaces, we may also offer places in January (Spring Term) or April (Summer Term).

2 year olds will start in our Bees class. In the term following their third birthday (and if there is a vacant space) they will move to The Den (3-4 year old class). If a vacancy isn't available, your child will stay in the 2 year old provision for the remainder of the academic year.

3-4 year olds will start in either our Nest or Burrow class and will remain at Nursery until they transition to primary school (usually the academic year following their 4th birthday).

## Key dates for school nursery entry September 2026

<b>Applications received by schools</b>	<b>On or before</b>	<b>Friday 6th March 2026</b>
<b>Places offered by schools</b>	<b>On or before</b>	<b>Friday 1st May 2026</b>

## When can I apply?

All applications received by the closing date will be considered in accordance with the agreed admissions criteria. Priority will not be based on when the application was made.

If your child will be 2 by 31st August 2025, please complete our 2 year old application form on our school website.

If your child will be 3 by 31st August 2025, please complete our 3-4 year old application form on our school website.

***Please ensure that you indicate on the form whether you expect to receive entitlement based on eligibility e.g. working parent eligibility.***

Please note:-

- We must receive your completed application form no later than Friday 6th March 2026.
- We will make formal offers to families by Friday 1st May 2026 (subject to our Admissions criteria. Please see our Admissions Policy on our website.

- If you receive an offer, you must contact us to accept or reject the offer within 2 weeks.
- The allocation of places can take a few weeks as we wait for families to accept or decline an offer. If you do not hear from us by 30th June, we have been unable to offer you a space. If you wish to remain on our waiting list for the academic year 2026-2027 (subject to a space becoming available) you must inform us in writing by 14th August 2026.

## How are nursery places allocated in our school?

Your child must be 2 years old on 31 August (to be considered for our 2 year old provision) or 3 years old on 31 August to start in a nursery class in September. For our nursery classes, priority for applications is given to children who will be turning 4 years during the school year.

Surbiton Hill Nursery School is a maintained nursery school and therefore must adhere to the admissions priorities published by Achieving for Children - [Admission priorities and notes for Kingston nurseries](#) (please click the hyperlink for further information).

## What if my child has special educational needs?

If you are concerned about your child and think they may have special educational needs, please talk to us about it.

To find out more about local services and support for children with special education needs or disabilities please see AfC's [SEND Local Offer](#)

## My child has a deferred school place and will be starting reception at statutory school age.

On occasion, parents may choose to defer their child's place in Reception class at primary school. Parents must still apply for a Reception place and then liaise with the local authority if they want to defer the offer. If you would like your child to remain at nursery, you will need to apply in writing to the nursery as the Admissions criteria prioritises children who turn 4 years old during the school year. A deferred place will only be available if the nursery has vacancies after all other places have been allocated.

## What are my other options if my child does not get a place?

If your child is not offered a place at our school you can contact other schools with a nursery to ask if they have any remaining places.

Your child can also take up their early education place at [Ofsted registered providers such as day nurseries, sessional pre-schools, childminders or Ofsted agency registered childminders](#).

## If I accept a place, what happens next?

The offer of a place at our nursery is subject to the following:-

- Formal acceptance of our offer

- Evidence of your child's date of birth (birth certificate or passport) and evidence of your home address (e.g. a utility bill dated within the past 3 months)
- Completion of our school admission form (this provides us with comprehensive information about your child including any allergy/medical information. It also collects parental contact information as well as parental consents)
- Completion of the Parent Funding Authorisation form (this is a mandatory form that allows us to claim Early Education Entitlement funding based on the hours and eligibility for your child).
- Confirmation of your working family eligibility code (if this applies)
- Agreement to our terms and conditions via a Registration/Parental declaration form (where additional hours are purchased)
- Confirmation of whether you would like your child to have a hot meal or bring a packed lunch. (This commitment is for a minimum of one term).

Once these formalities have been completed, we will contact you confirming the following:-

- Date of home visit - we like to visit you and your child in your home setting so that we get to know you in a familiar environment. This meeting gives you an opportunity to tell us about your child before they start.
- Taster session - we invite parents and children into school for a taster session (usually a morning or an afternoon) before their official start date.
- Start date and introductory attendance pattern - we will confirm your child's start date. In the first few days, we offer reduced sessions to gently settle your child into nursery.

### Before your child starts

Before your child starts, we will share with you a Welcome Guide that introduces you to life at Surbiton Hill Nursery.

### Useful Links

The government has published information to help parents understand their choices:-

The Best Start in Life (<https://www.beststartinlife.gov.uk/eligibility-checker>) includes information for parents to compare all the government's childcare offers and check what works best for their families.

If you are a working parent, you may qualify for "working parent eligibility" - details can be found at -<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

### Any other questions?

If you have any questions or concerns, please do not hesitate to contact a member of our Office Team between 10:00-2:00. They will be more than happy to help you. Our contact number is 020 8390 2555