



Chertsey Nursery School and Children's Centre

Admissions Policy 2018-19

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools.

The local authority has delegated the admissions of nursery children to the Governing body of the Nursery School & Children's Centre. The Admissions Panel will allocate places following the admissions criteria set out below. Parents wishing to apply for a place for their child must complete the application form and submit it directly to the Nursery School.

Places for three to four year old children

Children can be admitted to Chertsey Nursery School the term after their third birthday, although admission is subject to a place being available. There are approximately 60 children on roll depending on the session patterns attended and ratios.

Universal entitlement:

Surrey maintained nursery schools operate during term time only, offering sessions to three and four year olds totalling 15 or 30 hours per week, depending on the eligibility of the child. This means that children will be offered their universal entitlement over 5 morning or 5 afternoon sessions. For a child entitled to an additional 15 hours per week, the school will identify which session is the child's universal and which session is the extended entitlement. Places for the additional 15 hours per week are limited and will be allocated in accordance with the admissions criteria set out below.

Priority full time places:

Chertsey Nursery School is currently allocated up to 22 full time places which enable children to attend for a longer session each day; these are allocated in accordance with criteria of need (Appendix 1), at the discretion of the schools Admissions Panel and Senior Leadership Team.

Special Educational Needs:

There are 10 places reserved for children with significant special educational needs. These places are allocated by the local education authority and have a different admissions procedure. The facilities in these units are not available to children in the mainstream school.

Admissions Criteria:

If Chertsey Nursery School is oversubscribed and therefore cannot admit all of the children whose parents are applying for a nursery place, the following criteria will be applied in priority order:

- a) Looked after and previously looked after children
 - o Children who are registered as being in the care of the local authority
 - o Children who have previously been in the care of a local authority
- b) Exceptional social/medical need
 - o Supporting evidence required by agencies involved
 - o Where a child was previously in receipt of 2 year old funding
- c) Children who have a sibling attending the nursery at the time of admission
- d) Children who will be 4 years old during the academic year of entry
- e) Children who will be 3 years old during the academic year of entry

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the Nursery School, with priority being given to children who live closest to the Nursery School. The home address must be supplied, which is the child's normal place of residence, not a relative or childminder. In the case of shared custody, it will be up to the parents to agree which address to use. We will not accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is available to that child. All distances will be measured by the computerised Geographical Information System by Surrey admissions team. Where this gives the same answer, we will contact Surrey Admissions to prioritise the admissions list.

Places for two year olds

Our nursery has the capacity for up to 16 children in our two year old nursery. Children can be offered a place from the term after their 2nd birthday for a minimum of 3 sessions and maximum of 5.

Free Early Education for Two Year Olds (FEET)

We admit two year olds who meet the eligibility criteria to receive Free Early Education for Two Year olds (FEET). Once children with FEET funding are placed on roll at nursery, they will be offered all 5 sessions totalling 15 hours. They will be automatically entitled to take up a three year old place in our 3s nursery and the number of places available for three year olds will reduce.

Admissions criteria:

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

- a) Looked after and previously looked after children
 - o Children who are registered as being in the care of the local authority
 - o Children who have previously been in the care of a local authority
- b) Exceptional social/medical need
 - o supporting evidence required by agencies involved
 - o Evidence of FEET funding applicable to the child
- c) Children who will have a sibling attending the nursery at the time of admission
- d) Any other children

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the Nursery School with priority being given to children who live closest to the Nursery School. The home address must be supplied, which is the child's normal place of residence, not a relative or childminder. In the case of shared custody, it will be up to the parents to agree which address to use. We will not accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is available to that child. All distances will be measured by the computerised Geographical Information System by Surrey admissions team. Where this gives the same answer, we will contact Surrey Admissions to prioritise the admissions list.

Fee paying places

Chertsey Nursery allows parents to pay for extra nursery provision, beyond their free entitlement, however, such requests will only be considered once all applications for free early years entitlement have been processed.

a) 3s Nursery

If children attend another nursery or childcare provider at the same time, Chertsey Nursery School must receive the 15 hours universal free entitlement. If a child has been offered a place totalling 30 hours, Chertsey Nursery School must receive the additional 15 hours entitlement. Parents can access their additional 15 hours of entitlement with other providers if they are unsuccessful in gaining a place at Chertsey Nursery for this entitlement.

b) 2s nursery

If children attend another nursery or childcare provider at the same time, parents in the 2-3s provision may choose to use their free entitlement with an alternative provision, if this is the case, then full fees must be paid to Chertsey Nursery School. We may not be able to offer the full 15 hour entitlement in the 2-3s nursery as this will depend on the adult:child ratios in the sessions.

Parents pay for all sessions until the end of the term of the child's 3rd birthday, unless in receipt of FEET Funding, where the full entitlement will be claimed. From the term after a child's 3rd birthday, the Early Years Funded Education Grant covers the cost of each 3 hour session (up to 5 days a week if available).

Waiting lists

Where Chertsey Nursery is oversubscribed it will maintain a waiting list in criteria order. Due to the large number of children placed on waiting lists, it is likely that all admissions will take place in the September after which a child turns 2 or 3.

Procedures for admission

Chertsey Nursery will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the Nursery School by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of different attendance patterns rests with the Senior Leaders and Governing Body of Chertsey Nursery School.

Admissions to places for academic year 2019-2020

The closing date for admissions is the 15th January 2019. All applications will be reviewed on this date regardless of the date they were received by the office. Applications received after this date will be considered in relation to any remaining available places or put on a waiting list.

Approved by the Governing Body: September 2018

Date for next review: September 2019

Appendix 1

Criteria for Full-time Places

Each child being considered for a full time place will be ranked according to the criteria below.

Criteria for allocation of full time places
Child in the care of LA (or previously in care) or adopted from care or in foster care
Child on CP plan
Learning need (identified barrier to learning including behaviour difficulties (evidenced by professionals involved, portage, HV, EYCS Advisor)
Medical need (identified delayed development including language and communication evidenced by health professional.
Extenuating circumstances* – at the discretion of panel
The child has an early help plan/ child in need/TAF
Social need evidenced by professionals involved (Children’s services, HV etc)
Child in receipt of EYPP or previously FEET funded Eligible for FSM, Low Income (FSM , FEET)
Poor housing conditions
Transient families, travellers, forces, asylum seekers, refugees
English as additional language – if impacting on learning

*Extenuating circumstances include potential impact from: mental health issues, drug or alcohol use/dependency, a parent in prison, physical disability within the household, chaotic family circumstances. This list is not comprehensive and allocation of a place can be recommended by the Headteacher.