



Chertsey and Dorking Nursery Schools and Mole Valley Family Centre

NURSERY ADMISSION POLICY 2023-24

1. Introduction

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools and classes. The local authority has delegated the admissions of nursery children to the Federated Governing Body of Chertsey and Dorking Nursery Schools. The Admissions Committee will work with the Heads of each school to 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 school that they wish to apply for in accordance with the dates set by the school.

2. Places in the 3-5s Nursery

Our 3-5s Nursery is a State Nursery School for children of 3-5 years maintained and funded by Surrey County Council, therefore the Surrey Admissions Policy applies.

a) Eligibility

All children will be eligible for admission to a nursery class in a nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

b) 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.

c) Special Educational Needs

At each school, there is a provision to meet the needs of up to 12 full time equivalent children with identified complex needs. Parents wishing their child to be considered for a place will need to submit an application form direct to the school. Applications will be considered in line with Criteria 2, Exceptional social/medical/special and learning needs and parents will need to provide relevant supporting evidence prior to the application deadline. Once a place at the school has been offered under this criteria, the school will work with the family to apply for any appropriate additional funding/support.

d) Criteria when oversubscribed

When a nursery in a school is over-subscribed for a three year old place, applications for entry in 2023-24 will be ranked according to the following criteria, **which will be applied in the first instance to children wishing to take up the funded early years provision:**

1. Looked after and previously looked after children
 - a. Children who are registered as being in the care of a local authority
 - b. Children who have previously been in the care of a local authority
2. Exceptional social/medical/special/learning need
 - a. Supporting evidence is required from relevant professional, such as a doctor, paediatrician, consultant, therapist (such as speech and language, occupational therapist, physiotherapist), educational psychologist, social worker, health visitor, housing officer, the police or family centre practitioner
 - b. Where a two year old was eligible for two year old funding.
3. Children who will have a sibling attending either nursery at the time of admission or have a good pattern of attendance in the 2-3s Nursery

4. Children who will turn 4 years old between 1 September 2023 to 31 August 2024 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
5. Children who will be 3 years old between 1 September 2023 to 31 August 2024 (these children will be able to stay on in nursery for another year in 2024-25 as they will not be due to start Reception until September 2025).

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the 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.

3. Places in the 2-3s nursery

Our 2-3s Nursery has approximately 16 places available (Chertsey)/ 24 places available (Dorking), depending on staffing ratios.

a) Eligibility

Children can be offered a place in the 2-3s Nursery from the term after their 2nd birthday.

b) Offering

In the two year old provision, children are offered a minimum of 3 sessions and a maximum of 5 sessions.

c) Free Early Education for Two Year Old Funding (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 3-5s nursery and the number of places available for three year olds will reduce.

d) Criteria when oversubscribed

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

1. Looked after and previously looked after children
 - a. Children who are registered as being in the care of a local authority
 - b. Children who have previously been in the care of a local authority
2. Exceptional social/medical need
 - a. Supporting evidence is required from relevant professional, such as a doctor, paediatrician, consultant, therapist (such as speech and language, occupational therapist, physiotherapist), educational psychologist, social worker, health visitor, housing officer, the police or family centre practitioner
 - b. Evidence of FEET funding applicable to the child
3. Children who will have a sibling attending either nursery at the time of admission
4. Any other children

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the 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.

4. Procedures for Admission

In all cases, admission will be subject to an application being made and places being available. We will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of sessions rests with the Governing Body.

5. Fees

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

a) 3-5s Nursery

If children attend another nursery or childcare provider at the same time, Chertsey/Dorking Nursery School must receive the 15 hours universal funded entitlement. If a child has been offered a place totalling 30 hours, Chertsey/Dorking 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/Dorking Nursery for this entitlement.

b) 2-3s nursery

If children attend another nursery or childcare provider at the same time, parents in the 2-3s provision may choose to use their funded entitlement with an alternative provision, if this is the case, then full fees must be paid to Chertsey/Dorking 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).

6. Waiting lists

Where the 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.

7. Closing date

The closing date for admissions is the 15th January 2023, all applications will be reviewed on this date regardless of the date they were handed into the nursery by the Governor Admissions Panel. Applications received after this date will be added to the waiting list.

Approved by the Governing Body: September 2022

To be reviewed by: September 2023

This policy is relevant to:

Nursery staff - yes	Family Centre staff - yes	Parents - yes
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