



# Nursery Admissions Policy

***Hurst Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Hurst Green Infant School & Nursery

### NURSERY ADMISSION POLICY 2022-23

#### 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 Hurst Green Infant School & Nursery. 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 hours per week. This means that children will be offered their universal entitlement over 5 mornings.

##### c) Special Educational Needs

There are a set number of places reserved for children with significant special educational needs. These places are allocated by the local education authority and have a different admissions procedure (see separate procedure for admission to the Special Needs Provision). The facilities in these units are not available to children in the mainstream school and as such priority under the exceptional social or medical criterion would not be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

##### d) Criteria when oversubscribed

When a nursery in a school is over-subscribed for a three year old place, applications for entry 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, or
- b. Children who have previously been in the care of a local authority.

##### 2. Exceptional social/medical need:

- a. Supporting evidence is required from a doctor, consultant for medical needs, social worker, health visitor, housing officer, the police or children's centre, or
- b. Where a two year old was eligible for two year old funding.

3. Children who will have a sibling attending either nursery or the school 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 2022 to 31 August 2023 (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 2022 to 31 August 2023 (these children will be able to stay on in nursery for another year in 2023-24 as they will not be due to start Reception until September 2024).

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 four places available depending on staffing ratios.

#### a) Eligibility

Children can be offered a place from the term after their 2nd birthday.

#### b) Offering

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 a doctor, consultant for medical needs, social worker, health visitor, housing officer, the police or children's centre.

b. Evidence of FEET funding applicable to the child.

3. Children who will have a sibling attending either nursery or school 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 self-fund:

a) 3-5s Nursery

If children attend another nursery or childcare provider at the same time, Hurst Green Infant School & Nursery must receive the 15 hours universal funded entitlement.

b) 2-3s Nursery

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 during which the child turns three, 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).

#### 6. Waiting lists

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

## 7. Closing date

The closing date for admissions is:

For September 2022 Deadline is 31<sup>st</sup> May 2022

For January 2023 Deadline is 31<sup>st</sup> September 2022

For April 2023 Deadline is 31<sup>st</sup> January 2023

For September 2023 Deadline is 31<sup>st</sup> May 2023

All applications will be reviewed on this date regardless of the date they were handed into the School.

Applications received after this date will be added to the waiting list.

## 8. School Entry in Reception

Entry to the Nursery does not automatically guarantee a place in the School Reception class. Applications for school places are managed centrally by Surrey County Council. The school are unable to give preference to any child attending the Nursery.

Next review: September 2022