



Nursery Admissions Policy

Date:	September 2023
Last reviewed on:	September 2023
Next review due:	Summer Term 2024
Source	Surrey template

NOTE: This *policy needs to be:*

- Reviewed by end of February
- Sent to Surrey County Council by 15 March
 - Surrey County Council Admission Arrangements email address: admissionarrangements@surreycc.gov.uk

1 Introduction

- 1.1 Our governing body applies the regulations on admission fairly and equally to all those who wish to attend our school's Nursery class. Our Nursery Admission policy reflects the School's Admission policy. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in the Act and are further explained in the statutory Schools Admissions Code. These were revised and came into force on 19 December 2014.

2 Aims and objectives

- 2.1 We strive to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated equally and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine the priority order in which places will be allocated. It is our wish for parents and carers to find a place for their child at the Nursery of their choice. However, this is not always possible due to excess demand on the places available.
- 2.4 A child's level of ability is not relevant to this Nursery's admission policy.
- 2.5 Regular attendance of your allocated hours of funding is required or you may run this risk of your place being offered to someone on the waiting list, who are regularly present for their hours of funding.

3 How parents and carers can apply for their child to be admitted to our nursery class

- 3.1 Our school is a 'Foundation school', and it determines its own admission arrangements.
- 3.2 The Nursery sets an admission number that takes into consideration present accommodation, class sizes, adult to child statutory ratios and budgetary implications. The pupil admission number is 30 full-time places and 32 part-time places - a total of 62 places over a week. However, this is open to some degree of flexibility, should there be full time space and a parent requests a part time space for example, the full time space could be split in to two part time spaces if demand allows. We have two Nursery classes; Owlets in the school building and Owlets in the 'Bungalow'. Spaces are allocated across both spaces.

If the number of applications exceeds the admission number, the following criteria will be applied in this priority order:

1. **Children who are 'looked-after' and previously 'looked-after' children (CLA)**
Children who are registered as being in the care of the Local Authority or provided with accommodation by a local authority in accordance with Section

22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for a school is made.

Children who are registered as being in the care of the Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

2. Exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply, which will warrant a placement at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. Usually, this will mean an EHCP has been submitted or obtained.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. Common medical conditions and allergies can usually be supported in all mainstream schools; therefore priority under a school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements will not normally be considered to be an exceptional social reason for placement in this school.

3. Brothers and sisters (siblings)

A sibling is a child who will have a brother or sister still at Burstow Primary School at the time of the sibling's admission. The definition sibling shall include any of the following who are in permanent residence at the same address as the child already attending the school; half sibling, step sibling foster sibling and adoptive sibling.

4. Children for whom the school is the nearest to their home

The nearest school is defined as the school closest to their home address admitting pupils of the appropriate age range. We will be using straight line distance from the school gates outside the Headteacher's office to the address point of the applicant's address as set by Ordnance Survey. If there are more applicants than spaces available, any remaining places will be

offered to applicants who meet this criteria on the basis of proximity of the child's home address to the school (please see criterion 5).

5. Any other applicant

Tie breaker and the admission of multiple births or siblings born in the same academic year.

If oversubscription occurs in any of the criteria list above then places will be offered in age priority with 4 year olds given priority over 3 year olds. Priority will be given to children who take all sessions to which they are entitled. Within each age group, places will be offered on the basis of nearness to the school measured using straight line distances from the school's gates outside the Headteacher's office to the address point of the applicant's address as set by ordnance survey.

The address to be used for the initial allocation of places in nursery will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to an area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.

Within the admission arrangements the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parents/carers to agree which address to use. In other cases, it is where the child spends most of their time. We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been solely or mainly to obtain a nursery place when an alternative address is still available to that child.

Where two or more children share priority for a place, e.g. where two children live equidistant from a school, the school will draw lots to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.

Applications

Applications will be considered on a termly basis.

Unsuccessful applicants will be considered for the next intake and placed on a waiting list, or until a space becomes available.

4 Monitoring and review

- 4.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 4.2 The policy will be reviewed every year, or earlier in light of any changed circumstances, either in our school or in the local area.