



**Stamford Green Primary School and Nursery**

# **Nursery Admissions Policy**

Agreed at (please indicate with a \* ):

- Full Governing Body Meeting \_\_\_\_\_\*
- Children and Learning Committee Meeting \_\_\_\_\_
- Resources Committee Meeting \_\_\_\_\_

Date: 28.9.23

# Nursery Admissions Policy Contents

| Section                                 | Page Number |
|---|-------------|
|   |             |
| Introduction                            | 3           |
| Admissions for two year olds            | 3 – 6       |
| Admissions for three and four year olds | 6 – 9       |
| Other Information                       | 9           |
| Appendices                              | N/A         |

## **Nursery Admissions Policy**

### **1. Introduction**

- a) The Local Authority has delegated the admissions of nursery children to the Governing Body of Community and Voluntary Controlled schools. Parents wishing to apply for a place 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. Nursery admissions criteria**

- a) Applications for entry to Stamford Green Primary School's Nursery in the academic year 2024/2025 will be ranked according to the following criteria, which has been split into two sections.

### **3. Nursery admissions for two year olds**

- a) Four (full time equivalent) two year old places will be available in our Nursery and these will be reserved for families who are eligible for FEET funding. A child can start in the provision the term after they turn 2 years old.
- b) To check if you are eligible for FEET funding please visit [www.surreycc.gov.uk/feet](http://www.surreycc.gov.uk/feet). If you are eligible you will receive a letter from Surrey County Council confirming this and which term the funding becomes available. We will need a copy of your child's birth certificate.
- c) Admission into the Nursery for two year olds is at the school's discretion and each application will be looked at on an individual basis. If places for these FEET funded places are oversubscribed, then we will give priority using the following criteria:

#### **I. Priority A – Looked after and previously looked after children**

- i. Children who are or have previously been registered as being in the care of a Local Authority for example, fostered or living in a children's home.
- ii. With effect from 1 September 2021 children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

#### **II. Priority B – Social or medical need for a place at Stamford Green Primary School and Nursery**

- i. Places will be allocated to children where written evidence from two professionals, involved with the child, is included with the application detailing how 'in their professional judgement' the place will benefit the development of the child.

- ii. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made.
- iii. Please note that routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.
- iv. Examples of medical needs (in no specific order) might include:
  - a) Emotional and behavioural problems
  - b) Hearing difficulties
  - c) Lack of personal interaction and stimulation
  - d) Physical disabilities
  - e) Speech and language difficulties
  - f) Visual difficulties
  - g) Children who are referred by the education psychological service
  - h) Covered by the Disability and Discrimination Act
- v. In this category children with social needs may also be admitted. Social need will be assessed against the information gained by the school from professional agencies working with the family.
- vi. Examples of social need which may be considered (in no specific order) might include:
  - a) A child with a confined play space (those living in overcrowded conditions; emergency temporary accommodation; a bedsit, top floor flat; hostel; caravan; mobile home or children with no garden)
  - b) A child with a parent living in accommodation protecting them from domestic violence
  - c) A child in the sole care of a family member other than a parent
  - d) A child of parents with disabilities or a child who has siblings with disabilities
  - e) A child who is cared for by a 'Young Carer'

### **III. Priority C – Child of a member of staff**

- i. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;
  - b) and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- ii. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

- iii. A supplementary information form ([Appendix 5 on Surrey Admissions](#)) must be completed and returned to the school office by the application closing date for all applicants wishing to apply under this criterion.

**IV. Priority D – Where a child is expected to have a sibling attending Stamford Green Primary School or Nursery at the time of admission**

- i. A sibling is a child who will have a brother or sister (including children living as siblings within the same family unit) attending Stamford Green Primary School and Nursery at the time of the sibling's admission.
- ii. We define a sibling as:
  - a) Brother or sister with the same parents whether living at the same address or not.
  - b) Half brother or sister living as part of the same family unit at the same address, Monday – Friday.
  - c) Adopted or fostered brother or sister living as part of the same family unit at the same address, Monday - Friday.
  - d) Step brother or sister living as part of the same family unit at the same address, Monday - Friday.
- iii. If you fail to tell us about an eligible sibling in your application this could result in your child receiving a lower priority for a nursery place. Siblings must already be on roll at Stamford Green Primary School and Nursery or have a place confirmed by Surrey for the September intake and be expected to still be on roll on the date of the child's admission.

**V. Priority E – Children Living in the Defined Catchment Area of the School**

- i. Where any category is oversubscribed, applicants who live within our catchment area, 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. Stamford Green Primary School and Nursery will use the Admissions and Transport Team's Geographical Information System to check the address is within catchment and measure distance ([Map](#)). The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use.
- ii. If within this category above there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Stamford Green Primary School and Nursery will use random allocation to determine which child should be given priority.
- iii. If the parents do not live together, the address is where the child spends most of their time, usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- iv. You should not use a business, relative, carer or childminder's address.

- v. We will not accept a temporary address if the main carer of the child still owns a property that has previously been used as a home address, nor if we believe it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child.
- vi. An application can only be made from one address and only one application per child can be made.
- vii. We will need proof of where you live, which is usually your council tax number, or if you are not responsible for council tax, some alternative evidence, which should be a copy of your signed tenancy agreement and a utility bill.
- viii. We will check the address on your application against the records we hold for your child's current nursery or school and we may also check council tax records or write to ask you to provide proof of your address.
- ix. We will investigate any applications where there is doubt about the address being given. Use of false information may lead us to withdraw an offer of a place, even after a child has started at nursery.

If fewer than four (full time equivalent) FEET applications are received, we will consider applications for fee paying two year olds. All fee paying applications will be prioritised according to the criteria listed above.

## **VI. Priority F - Distance**

- i. Applicants who do not fall into any other priority group 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. Stamford Green Primary School and Nursery will use the Admissions and Transport Team's Geographical Information System to measure distance ([Map](#)). The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use.
- ii. If within this category above there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Stamford Green Primary School and Nursery will use random allocation to determine which child should be given priority.
- iii. If the parents do not live together, the address is where the child spends most of their time, usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- iv. You should not use a business, relative, carer or childminder's address.
- v. We will not accept a temporary address if the main carer of the child still owns a property that has previously been used as a home address, nor if

we believe it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child.

- vi. An application can only be made from one address and only one application per child can be made.
- vii. We will need proof of where you live, which is usually your council tax number, or if you are not responsible for council tax, some alternative evidence, which should be a copy of your signed tenancy agreement and a utility bill.
- viii. We will check the address on your application against the records we hold for your child's current nursery or school and we may also check council tax records or write to ask you to provide proof of your address.
- ix. We will investigate any applications where there is doubt about the address being given. Use of false information may lead us to withdraw an offer of a place, even after a child has started at nursery.

#### **4. Nursery admissions for three and four year olds**

- a) If your child was admitted to the Nursery under section 1 of this policy then they will automatically continue to attend when they are three and four years old.
- b) The Governing Body will be looking to create a mixed aged cohort so this preferred attendance pattern will be considered alongside the admission criteria below in order to create the ideal nursery environment for the children.

##### **I. Priority A – Looked after and previously looked after children**

- i. Children who are or have previously been registered as being in the care of a Local Authority for example, fostered or living in a children's home.
- ii. With effect from 1 September 2021 children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

##### **II. Priority B – Social or medical need for a place at Stamford Green Primary School and Nursery**

- i. Places will be allocated to children with an EHCP (Education Health and Care Plan) of special educational needs or where written evidence from two professionals, involved with the child, is included with the application detailing how 'in their professional judgement' the place will benefit the development of the child.
- ii. Examples of medical needs (in no specific order) might include:

- a) Emotional and behavioural problems
  - b) Hearing difficulties
  - c) Lack of personal interaction and stimulation
  - d) Physical disabilities
  - e) Speech and language difficulties
  - f) Visual difficulties
  - g) Children who are referred by the education psychological service
  - h) Covered by the Disability and Discrimination Act
- iii. In this category children with social needs may also be admitted. Social need will be assessed against the information gained by the school from professional agencies working with the family.
- iv. Examples of social need which may be considered (in no specific order) might include:
  - a) Children who have had a FEET funded place for two year olds at our nursery
  - b) A child with a confined play space (those living in overcrowded conditions; emergency temporary accommodation; a bedsit, top floor flat; hostel; caravan; mobile home or children with no garden)
  - c) A child with a parent living in accommodation protecting them from domestic violence
  - d) A child in the sole care of a family member other than a parent
  - e) A child of parents with disabilities or a child who has siblings with disabilities
  - f) A child who is cared for by a 'Young Carer'

### **III. Priority C – Children of a member of staff**

- i. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;
  - b) and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- ii. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.
- iii. A supplementary information form ([Appendix 5 on Surrey Admissions](#)) must be completed and returned to the school office by the application closing date for all applicants wishing to apply under this criterion.



**IV. Priority D – Where a child is expected to have a sibling attending Stamford Green Primary School and Nursery at the time of admission**

- i. A sibling is a child who will have a brother or sister (including children living as siblings within the same family unit) attending Stamford Green Primary School and Nursery at the time of the sibling's admission.
- ii. We define a sibling as:
  - a) Brother or sister with the same parents whether living at the same address or not.
  - b) Half brother or sister living as part of the same family unit at the same address, Monday – Friday.
  - c) Adopted or fostered brother or sister living as part of the same family unit at the same address, Monday - Friday.
  - d) Step brother or sister living as part of the same family unit at the same address, Monday - Friday.
- iii. If you fail to tell us about an eligible sibling in your application this could result in your child receiving a lower priority for a nursery place. Siblings must already be on roll at Stamford Green Primary School and Nursery or have a place confirmed by Surrey for the September intake and be expected to still be on roll on the date of the child's admission.

**V. Priority E – Children Living in the Defined Catchment Area of the School**

- i. Where any category is oversubscribed, applicants who live within our catchment area, 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. Stamford Green Primary School and Nursery will use the Admissions and Transport Team's Geographical Information System to check the address is within catchment and measure distance ([Map](#)). The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use.
- ii. If within this category above there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Stamford Green Primary School and Nursery will use random allocation to determine which child should be given priority.
- iii. If the parents do not live together, the address is where the child spends most of their time, usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- iv. You should not use a business, relative, carer or childminder's address.
- v. We will not accept a temporary address if the main carer of the child still owns a property that has previously been used as a home address, nor if we believe it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child.

- vi. An application can only be made from one address and only one application per child can be made.
- vii. We will need proof of where you live, which is usually your council tax number, or if you are not responsible for council tax, some alternative evidence, which should be a copy of your signed tenancy agreement and a utility bill.
- viii. We will check the address on your application against the records we hold for your child's current nursery or school and we may also check council tax records or write to ask you to provide proof of your address.
- ix. We will investigate any applications where there is doubt about the address being given. Use of false information may lead us to withdraw an offer of a place, even after a child has started at nursery.

## **VI. Priority F - Distance**

- x. Applicants who do not fall into any other priority group 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. Stamford Green Primary School and Nursery will use the Admissions and Transport Team's Geographical Information System to measure distance ([Map](#)). The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use.
- xi. If within this category above there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, Stamford Green Primary School and Nursery will use random allocation to determine which child should be given priority.
- xii. If the parents do not live together, the address is where the child spends most of their time, usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- xiii. You should not use a business, relative, carer or childminder's address.
- xiv. We will not accept a temporary address if the main carer of the child still owns a property that has previously been used as a home address, nor if we believe it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child.
- xv. An application can only be made from one address and only one application per child can be made.
- xvi. We will need proof of where you live, which is usually your council tax number, or if you are not responsible for council tax, some alternative

evidence, which should be a copy of your signed tenancy agreement and a utility bill.

- xvii. We will check the address on your application against the records we hold for your child's current nursery or school and we may also check council tax records or write to ask you to provide proof of your address.
- xviii. We will investigate any applications where there is doubt about the address being given. Use of false information may lead us to withdraw an offer of a place, even after a child has started at nursery.

## 5. Other information

- a) Stamford Green Primary School and Nursery will endeavour to inform parents of the outcome of their application by email, at least one half term before admission. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer.
- b) The final decision with regard to admission and the allocation of any of the sessions rests with Stamford Green Primary School and Nursery's Governing Body.
- c) Where the Nursery is oversubscribed we will maintain a waiting list in criteria order.
- d) All late applications will be considered at the discretion of the Governing Body who will liaise with the Nursery Administrator.
- e) Admission to the school's Nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made via a separate application through Surrey County Council, not the school, and be submitted by the statutory deadline in order to be considered.
- f) Requests to increase the hours of children already attending the Nursery will be managed on a first come, first served basis, and will be prioritised above all other applications.
- g) FEET applications received mid-year will be prioritised above other two year olds on the waiting list. Children aged three years and above on the waiting list, after the September admission, will be given priority over all two year olds.
- h) Once a child has started at Nursery, they are expected to attend their allocated sessions on a regular basis except for a sickness absence or exceptional circumstances that have been agreed by the headteacher. If attendance falls below 90% we reserve the right to terminate the child's place at Nursery.

## 6. How can I apply for a place?

- a) All applications for the **2024/2025** intake should be received by the school by 9.00am on Friday 12 January 2024. You will need to complete an application form, which is available on the school website or from the school office.