



Nursery Admissions Policy 2024/25

**Shalford Infant & Nursery School, Station Row, Shalford, GU4 8BY, (01483) 562143,
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A child will be eligible for admission to nursery from the term after they turn two years old.

Admission will be subject to an application being made and places available.

Please note that there is **no** automatic admission into the Reception Class of Shalford Infant & Nursery School for children attending the nursery. Parents will need to **reapply** for a place in Reception when their child reaches statutory school age.

We are a term time only nursery and offer 15 or 30 hour places as follows.

30 hour places

- 5 days 9am-3pm
- We will offer 30 hour places as follows:
 - 5 days funded by extended free early education (30 hrs funded) – 3 to 4 year olds.
 - 2.5 days a week funded by free early education (15 hrs funded) and 2.5 days a week funded by parent or carer – 3 to 4 year olds.
 - 2.5 days a week funded by free early education for two year olds (FEET) and 2.5 days a week funded by parent or carer – 2 to 3 year olds.
 - 5 days a week funded by parent or carer – 2 to 3 year olds.

15 hour places

- 2.5 days at the start of the week, Monday & Tuesday 9am - 3pm and Wednesday morning 9am – 12pm
- 2.5 days at the end of the week, Wednesday afternoon 12noon - 3pm, Thursday & Friday 9am – 3pm
- We will offer 15 hour places as follows:
 - 2.5 days a week funded by free early education (15 hrs funded) – 3 to 4 year olds.
 - 2.5 days a week funded by free early education for two year olds (FEET) – 2 to 3 year olds.
 - 2.5 days a week funded by parent or carer – 2 to 3 year olds.

It is important to meet individual children's needs therefore we would gladly talk to parents of younger children in particular, who might find full days challenging.

The admission of Nursery children is delegated to the governing body of Shalford Infant & Nursery School. Parents wishing to apply for a place for entry in **September 2024** must complete the application form and **submit it directly to the school office by Friday 15th March 2024**.

Child start date	Deadline Date	Offer of a place
Autumn Term Start September 2024	Friday 15 th March 2023	Friday 22 nd March 2023
Spring Term Start January 2025	Friday 18 th October 2023	Friday 25 th October 2023
Summer Term Start April 2025	Friday 10 th January 2024	Friday 17 th January 2024

We may take late applications on an ad hoc basis. Places will only be offered **if** they are available following the first round of placement offers.

Please note that spaces are only allocated for admission into the nursery in Spring and Summer **if** they are available following the Autumn intake.

Criteria for admission to the nursery

The Governing Body of Shalford Infant & Nursery School will offer children a place in the nursery according to the criteria in the following order of priority.

1. Looked After Children and previously Looked After Children (see note i)
2. Exceptional Social / Medical Need (see note ii)
3. Children of a member of staff (a supplementary information form must be completed and returned by the application closing date for all applicants wishing to apply under this criterion).
4. Children who will have a sibling attending Shalford Infant & Nursery School at the time of admission
5. Any other children
 - i. *Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use, see Note 4. See Note 4 for information on the definition of home address.*

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

The final decision with regard to admissions and the allocation of sessions will rest with the Governing Body of the school.

Admission to the school's nursery **does not** guarantee admission to the Reception class of Shalford Infant & Nursery School. Application for a Reception place at the school must be made through Surrey's Co-ordinated Admissions Scheme by the published deadline in order to be considered.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the governors reserve the right to withdraw the place.

The nursery operates a waiting list for any places which may become available during the year. When such places come up, all children who are currently on roll will have first refusal prior to those on the waiting list, who will be offered a place in accordance with the above admissions criteria at the date the vacancy is formally notified. Requests for a change in hours should be made via a change in hours form and returned to the office via email. Children remain on the waiting list until the parent requests they are removed or fails to respond to a communication asking if they wish to remain on the list.

Guidance Notes

1. Looked after and previously looked after children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 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); and
- children who appear (to the admission 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

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

2. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. 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.

Providing evidence does not guarantee that a child will be given priority at this school 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 at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

3. Children of a member of staff

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, on a full or part time basis; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

A supplementary information form (Appendix 7) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

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.

4. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child's admission. This will apply both at the initial allocation of places and also when prioritising the waiting list.

5. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

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 used solely or mainly to obtain a nursery place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Nursery will be the child's address at the closing date for application. Changes of address may be considered, such as if a family has just moved to the 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. Applicants have a responsibility to notify the school of any change of address.

6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

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

Any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively.

Age Criterion

- We reserve a **certain number of places for 2 year olds**. In the instance that there are no applications for 2 year old FEET funded or parent funded places from applicants meeting criteria 1-5 we reserve the right to offer the remaining spaces to children who are due to start school in the next academic year.
- You can apply for FEET the term your child turns two but you will not receive the funded hours until the following term. These terms are set by the Department of Education rather than following school term dates.

Child born between	Can have a funded place from	You can apply from
April 2022 to 31 August 2022	September 2024 (Autumn)	April 2024
September 2022 to 31 December 2022	January 2025 (Spring)	September 2024
January 2023 to 31 March 2023	April 2025 (Summer)	January 2025

For more information about FEET funding please visit www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet

- **All 3 and 4 year old children are eligible for 15 hours of FEE** (Free Early Education) the term after they turn 3. Some 3 and 4 year old children are eligible for an additional 15 hours (+15).

Parents can start using their Free Early Education from the funding period starting:

- 1 September 2024 – for children born between 1 April and 31 August 2022
- 1 January 2025 – for children born between 1 September to 31 December 2022
- 1 April 2025 – for children born between 1 January to 31 March 2023.

To check funding eligibility please visit <https://www.gov.uk/childcare-calculator>

All applicants please note – Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Please read this admissions policy in conjunction with our Nursery Terms and Conditions.

The Governors of Shalford Infant & Nursery School review this policy annually.