



## 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 8:50am-3pm
- We will offer 30 hour places as follows:
  - 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.
  - 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 for two year olds (FEET) or Working Parents Entitlement 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 8:50am - 3pm and Wednesday morning 8:50am – 12pm
- 2.5 days at the end of the week, Wednesday afternoon 12noon - 3pm, Thursday & Friday 8:50am – 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 Working Parents Entitlement (15 hours funded) – 2 to 3 year olds
  - 2.5 days a week funded by parent or carer – 2 to 3 year olds.

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 15<sup>th</sup> March 2024**.

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

We may take late applications on an ad hoc basis. Places will only be offered if **one** is 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 application.
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. 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. Requests for a change in hours should be made via email to the school office and 6 weeks' notice is required.

## **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:

- o their mother or father
- o 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
- o 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 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 at the time of application. If a sibling leaves the school concerned after the application but before the national offer day, the applicant must let the Local Authority School Admissions Team know as this may affect the child's sibling priority.

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 school 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 Reception 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 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 and Surrey County Council 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.

## **Admissions**

At the time of admission, the child's birth certificate should be produced for verification of name, date of birth and to confirm who has parental responsibility. Applications are accepted at any time and will be held on file until the application deadline, when all applications will be ranked against the admission criteria. Parents / carers will be notified a full term before their child is due to start if they have been successful in obtaining a place.

## **Funding**

For further information regarding funding please visit <https://www.surreycc.gov.uk/children/support-and-advice/families/childcare>.

### **2 to 3 Year Olds**

#### **Two Year Old Free Entitlement (FEET Funding)**

Funded Early Education for two-year-olds (FEET) offers eligible families receiving additional forms of support, up to 15 hours of funded early education and childcare a week for 38 weeks a year. You can find out if your child can get FEET by checking the [eligibility criteria on the FEET webpage](#).

#### **Two Year Old Free Entitlement (Working Families)**

Working parents of two-year-olds may be eligible for up to 15 hours of funded early education and childcare a week for 38 weeks a year. This funding is already available for eligible working parents of three and four-year-olds, in addition to the universal entitlement. You can find out if your child is eligible for the working parents' entitlement and learn how to apply by visiting the [Working parents' entitlement](#) webpage.

### **3 to 4 Year Olds**

#### **Universal Entitlement for three and four-year-olds**

In England, all three and four-year-olds are entitled to up to 15 hours of funded early education (FEE) the term after they turn 3. Some parents may also be eligible for [Working Parent Entitlement](#) which is an extra 15 hours a week (known as Working Parent Entitlement) on top of their 15 hours a week Funded Early Education for 3 and 4 year olds (known as universal hours).

<b>Child born between</b>	<b>Can have a funded place from</b>	<b>You can apply from</b>
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

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

Parents must be aware that that they are responsible for reconfirming their eligibility code for funded childcare every 3 months, at least two weeks before the validity end date. Parents must do this, even if nothing has changed, to ensure the code remains valid.

If an eligibility code is no longer valid and you are claiming for 30 hours your child will revert back to the universal 15 hours funded early education. We will allocate the 15 hours universal funded place when your child starts so it is clear which part of the week your child attends if this happens.

If your eligibility code is no longer valid and you are claiming Working Parents Entitlement for two year olds, you may self-fund the hours.

### **Fees and Invoices**

A refundable deposit of £50 is to be paid at the time of submitting an application. The deposit fee will be taken out of the first term's fees, should you fail to take up the place the fee is then non-refundable. If no fees are due, the deposit will be returned during the child's first term. At the discretion of the head-teacher a deposit may be waived if families in receipt of FEET or DLA are unable to pay the deposit, please make a request in writing.

Nursery fees are payable termly, at the beginning of the term to which they apply. Payment plans may be arranged in consultation with the School Office. Fees can be paid by cheque, bank transfer or workplace vouchers within seven days of the invoice. Workplace vouchers are required to be set up to ensure we are in receipt of the funds in line with the payment date.

If an invoice has not been received it is the responsibility of the parent to notify the nursery.

Any late payments after 7 days will incur an administration charge of £10. For re-presented payments, a minimum charge of £20 per occasion will be applied. We reserve the right to withdraw the provision of childcare for your child or reduce hours to funded hours only, if fees remain unpaid for more than 21 days.

Fees will not be refunded or waived for absence or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure the cost of individual deficit does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power or water failure, weather conditions or staff illness.

Extra days and sessions outside that of your core booking may be available, however please note that we cannot guarantee availability of additional sessions for the full school year and they will be allocated on a first come, first served basis each term and in accordance with our waiting list for funded places. These sessions are subject to the availability of spaces and staffing requirements. These are booked directly with the School Office in advance.

### **Childcare Vouchers and Tax-Free Childcare**

Our school accepts childcare vouchers from the following providers; Edenred, Kiddicare and Sodexo. Our school is also registered for tax free childcare, parents can apply through Childcare Choices, this makes childcare more affordable.



### **Termination Cancellation or Change:**

We require half a term's notice in writing if you wish to cancel your place. This notice period is necessary to ensure that we can effectively manage our staffing and resourcing.

If you wish to increase your sessions, please email the office and we will do our utmost to accommodate your request subject to availability.

### **Attendance Expectations**

All children are expected to attend for the full 15 or 30 hours they have been allocated, without exception.

Regular attendance is essential to ensure your child's continuous progress and to maintain their place at the nursery. Children are expected to attend during the hours allocated to them. If a child is consistently absent, particularly on the same day each week, there is a risk that their place may be reconsidered or potentially forfeited.

Please ensure that you communicate any planned absences in advance and make every effort to adhere to the agreed schedule.

We ask parents to please make medical or dental appointments out of nursery hours. If an appointment is necessary during nursery hours, please ensure your child attends before and after the appointment.

### **Opening Times**

The Nursery sessions run from 8.50am to 3.00pm for a full day. Half-day sessions are 8.50am to 12pm or 12pm to 3pm. The Nursery is open during term time only and will be closed during all school holidays, including INSET days. Please see school website for term dates and INSET days.

### **School Meals**

Cooked school meals are available for nursery children via Cleverchef. Please ask the School Office about menus and how to register.

### **Uniform**

Children attending nursery are expected to wear a uniform.

<https://www.shalford.surrey.sch.uk/page/?title=Nursery&pid=46>. Items can be purchased through our online supplier <https://www.yourschooluniform.com/schools/index/shalford-infant-school>, bought from retail outlets or second-hand items are available from the school PTA.

### **Personal Property and Belongings**

The nursery cannot be held responsible for any loss or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled and we suggest that all personal toys, books and equipment are left at home.

### **Accidents and Illness**

The Nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. The school office is able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.

We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the school first aid. If a child has had sickness or diarrhoea the school have a 48 hour exclusion policy from the last bout of illness. Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the nursery. Please telephone the school office if your child will be absent due to any illness on each day they will not be attending.

### **Late Collection Surcharge**

Charge for late collection will commence 10 minutes after agreed pick-up and will be £5 per 10 minutes or part thereof, late charges will be added to the next invoice.

Failure to collect a child on time will result in a charge to cover staff and nursery costs as follows: a charge of £8.00 for every part or full 15minute period. A willingness to forego such fines on one occasion will not affect the future right to revert to the above policy. Excessive lateness on a regular basis may result in the registration being terminated, please be punctual.

**Agreement**

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and Shalford Infant & Nursery School. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

**I have read and understand the Terms and Conditions and agree to be bound by them.**

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

*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.*

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