



Cranmere Primary School

Headteacher: Mrs Kathie Daniels
Arran Way, Esher KT10 8BE

Nursery Admissions Policy

2016/2017



Introduction

The LA has designated the admission of nursery children to the Governing Body of Community and Voluntary Controlled Schools. This policy should be used to determine admissions to nursery schools and units.

Parents do not have a statutory right to an independent panel in relation to nursery admissions but they may wish to refer any concerns initially to the governing body of the school. Subsequently if the concerns remain unresolved then parents can refer their case to the ombudsman or the courts. It is essential therefore, that all admission decisions can be justified by reference to the following criteria, taking into account the particular circumstances of individual cases, and nursery schools, classes and units.

Important Dates

A child can be admitted into a nursery class in a Community or Voluntary Controlled school the term after their child's 3rd birthday.

Feet (Funded Early Education for Two year olds) children can be admitted in the term of their 3rd birthday. Click [here](#) or look on Surrey County Councils website for

further information.

It should be noted that admissions to any nursery, even those attached to a school, does not guarantee admission to the reception class of a particular school. *Parents will be expected to apply for Reception class in any mainstream school along with all other parents who do not have a place in that nursery.*

Applying for a place in Nursery

Our nursery class operates two full days and one half day to give school nursery provision of 15 hours a week. At present we offer 9.00 am until 3.00pm on Monday and Tuesday and 9.00am until 12.00 noon on Wednesday. Subject to sufficient demand we may offer 15 hours of provision to families on our waiting list. The 15 hours would be provided on Wednesdays 12.15pm until 3.15pm and Thursdays and Fridays 9.00am until 3.00pm. A minimum of six weeks' notice will be given by school to families on the waiting list should we be able to provide the offer of additional days.

Please use our Nursery School application form which can



be found on our school website or you can come into the school office and pick one up.

The Governing Body will consider applications in age order with the oldest children being given priority. The school will endeavour to inform parents by letter the outcome of their application at least one term before admission. If a child is offered a place, parents must confirm acceptance to the school by the date stipulated by the school, otherwise the school may have to refuse places to other children unnecessarily. The final decision on when the child is admitted, and the allocation of morning or afternoon sessions rests with the headteacher and governing body of the school.

Admissions Criteria

When a Community or Voluntary Controlled Nursery is oversubscribed applications for entry in 2016/2017 will be ranked according to the following criteria -

- a. Looked after and previously looked after children
- b. Where there is a social or medical need for a place at that school

- c. Where a child is expected to have a sibling attending the nursery or the main school at the time of admission

- d. Children who will turn 4 years old between 1st September 2016 and 31st August 2017 (this is to give priority to older children who will be due to transfer to a Reception class in the next academic year and hence only have one year left to attend nursery)

- e. Children who will be 3 years old between 1st September 2016 to 31st August 2017 (these children will be able to stay on in nursery for another year in 2017/2018 as they will not be due to start in a Reception class until September 2018)

Where any category is oversubscribed applicants 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.