



Nursery Admissions Policy

For admissions in the academic year 2018/19



Introduction

The Local Authority 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 schools. 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.

Applicants wishing to apply for a place at Cranmere nursery must complete our application form and submit it directly to us in accordance with the dates set by the school, which are published on our website.

Important information

A child can be admitted into a nursery class in a Community or Voluntary Controlled school in the term following their third birthday. However, FEET (Funded Early Education for Two year olds) children can be admitted before their third birthday. Visit www.surreycc.gov.uk/feet for further information.

Cranmere's policy is to admit children in the term **following** a child's third birthday. This will ensure that children will normally have at least 3 terms in nursery education prior to entry into reception class of a mainstream school. If places are available in the January or April these may be offered to children on the waiting list as deemed appropriate.

For the Autumn intake only, Cranmere will reserve at least two places in each session for two year olds, as long as they are eligible for FEET funding. If they meet the criteria and are accepted for FEET funding then we will admit them in the term they turn three. These places for two year olds will be reserved until four weeks before the end of the Summer term. After that time, if these places are not taken by two year olds, then they will be offered to the next three year old on our waiting list. We cannot admit more than four two year olds into any one nursery session. In the event that we are over-subscribed with two year olds then places will be offered to them in accordance with our admissions criteria.

Once such children are placed on roll at our nursery, they will be automatically entitled to take up a three year old place and the number of places available for three year olds will reduce.

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 a reception class place in any mainstream school along with all other parents who do not have a place in that nursery.***

Our nursery operates two classes per week (Puffins and Owls). Each class offers two full days and one half day to give school nursery provision of 15 hours a week in each session (the 'core offer'). The first half of the week session (**Puffins**) runs from 9.00 am until 3.00pm on Monday and Tuesday and 8.45am until 11.45 am on Wednesday. The second half of the week session (**Owls**) runs from 12:15pm until 3:15pm on Wednesday, and from 9.00am until 3.00pm on Thursday and Friday. Parents wishing their child to attend nursery can contact the school when their child is two years old or as soon as possible after that.



Procedures for admission

The Governing Body will consider applications in accordance with the admissions criteria set out below. The school will endeavour to inform parents in writing 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 classes (Puffins or Owls) 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 2018/19 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 2018 and 31st August 2019 (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 2018 to 31st August 2019 (these children will be able to stay on in nursery for another year in 2019/2020 as they will not be due to

start in a Reception class until September 2020)

If categories a), b) or c) are oversubscribed then applicants will be ranked according to the next set of criteria on the list. Where categories d) or e) are oversubscribed applicants will be ranked according to the straight line distance that they live from the school nursery entrance with priority being given to children who live closest to the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered. Once an offer of a place has been made, applicants must confirm their acceptance by the deadline dates set by school.

The 30 hours offer ('top-up' places)

The Governing Body of Cranmere Primary School is offering a minimum of 6 spaces (3 in Puffins and 3 in Owls) for children to stay all week. This means that families who are eligible can take the opportunity to have 30 hours of free childcare from the Government instead of 15. Unfortunately we are unable to accommodate requests for part-weeks, and therefore we can only offer either 15 hours or 30 hours (if families are eligible).

For families who already have a core offer of 15 hours, a separate application form will need to be completed if you wish to apply for the 30 hour 'top-up' offer, and families must ensure they are eligible **before** they apply by using the Government's online eligibility checking tool. This is currently located at:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>



All applications for the 30 hours, with a valid eligibility code, need to be handed into the school office on or before **6th June 2018** (for the September 2018 intake). We will notify families as to whether they have a provisional top-up place by 13th June 2018, but please note that any places offered will still be subject to eligibility checking, which is done by the Inland Revenue. The eligibility code provided by the Inland Revenue also needs to be verified by the Local Authority. We will endeavor to confirm the allocation of top-up places by 30th June 2018 (subject to the Local Authority being able to confirm eligibility prior to this date). Even if you do not receive the top-up allocation you will still receive your core hours as long as these have already been agreed by school.

For successful applicants, these top-up places will be allocated as follows:

1. If your child has a core offer place in Puffins class, then they will be allocated the additional top up hours in Owls class*, or
2. If your child has a core offer place in Owls class, then they will be allocated additional top up hours in Puffins class*.

If more than 6 applications are received then the top-up places will be ranked & awarded according to the following criteria:

- a. Age of child – the oldest children are given priority
- b. Distance from school nursery entrance, as the crow flies

Please note that in all cases the Headteacher reserves the right to refuse a top up place if it is deemed not to be in the best interests of the child.

If your top-up application is unsuccessful it will be kept on a

waiting list, which will be ranked in the order shown above. As and when a top-up place becomes available it will be offered to the next person on the list, as long the application has been received before the deadline. Late applications still need a confirmed code, but they will be added to the bottom of the waiting list, and offered on a first-come, first-served basis.

Eligibility and the option to purchase sessions

Families who have previously been awarded a 30 hour place, and then subsequently become ineligible according to the Government criteria, will be given the option to purchase the additional top-up sessions privately, before the place is offered to the next person on the waiting list. This will only be offered as a continuation to a previously awarded top-up place.

* Please see the additional published information on the 30-hour offer for details regarding timings on a Wednesday. If you opt for a slightly longer day then there will be an additional charge levied by school.

Key dates – 2018/19

Closing date for applications (core offer)	1 st March 2018
Confirmation of allocated places (core offer)	19 th March 2018
Closing date for 30-hour applications (top-up)	6 th June 2018
Notification of top-up places (subject to validation checks)	13 th June 2018
Closing date for FEET applications	22 nd June 2018
Confirmation of top-up places - final	30 th June 2018