



## Nursery Admissions Policy 2018/19

A child will be eligible for admission to a nursery class in St John's Primary School from the term after they turn 2 years old. Admission will be subject to an application being made and places available. St John's Nursery has 80 places across Little Bears and Bears Nursery.

We propose to operate:

### **Little Bears - two to three year olds**

- Monday and Tuesday - 9:00am - 3:00pm, Wednesday - 9:00 - 12:00pm  
(FEET/funded by parent)

### **Bears Nursery - three to four year olds**

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week for 38 weeks of the year.

From September 2017 some families will be entitled to 30 hours a week of free early education and childcare. (If you are not entitled to 30 hours a week of free early education and childcare, you can make use of the 15 hours free entitlement and, if you wish to, pay for the additional 15 hours)

### 15 hours of Free Early Education and Child care

- Monday and Tuesday - 9:00am - 3:00pm, Wednesday - 9:00 - 12:00pm,  
or
- Wednesday - 12:00pm - 3:00pm, Thursday and Friday - 9:00 - 3:00pm

### 30 hours of Early Education and Child care

- 5 full days from 9:00-3:00 funded through:
  - 30 hours a week of free early education and childcare,
  - or
  - 15 hours per week funded by Free Early Education and two and a half days funded by the parent or carer.

When the Nursery is over-subscribed, the Governors will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

## **Places for 3 and 4 year olds**

### **1. Looked after and previously looked after children**

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) eg. fostered or living in a children's home, at the time an application for St John's Primary school is made; and

Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989(a), and who have left 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 of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask the school to admit over their Published Admission Number at other times under this criterion.

### **2. Where there is a social or medical need for a place at that school**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or 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 St John's Primary School and why no other school could meet the child's needs.

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 place should be made at St John's Primary School above any other.

### **3. Children of staff at the school**

Priority will be given to children of:-

- a) teachers employed at the school for two or more years and
- b) existing staff employed in a 'difficult to recruit position' and
- c) new staff employed to a 'difficult to recruit' position.

### **4. Children who will have a sibling at the school at the time of the child's admission**

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.

5. **Children who will turn 4 years old between 1 September 2017 to 31 August 2018** (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery).
6. **Children who will be 3 years old between 1 September 2018 and 31 August 2018** (these children will be able to stay on in nursery for another year in 2017/18 and will be due to start Reception in September 2020).

#### **Places for 2 year olds**

**a) Children who are eligible for FEET, with oldest by term having priority**

**b) Children who are 2 years old, with oldest by term having priority**

When applications exceed the number of 2 year old places, the same criteria applies as for 3 and 4 years olds (1) to (4) above

Information about Free Early Education and childcare for two year olds can be obtained from <http://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>

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

Where any category for either age group 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.

Where the nursery is oversubscribed it will operate a waiting list based on the oversubscription criteria without regard to the date of application was received or when a child's name was added to the waiting list.

### **How to apply for a place?**

You will need to complete an admission form available on the school website <http://www.stjohnsknaphill.co.uk/about-us/admissions> or from the school office.

Parents wishing to apply for a place for initial entry in September 2018 must complete the application form and submit it directly by March 1st 2018.

Parents wishing to apply for a place for initial entry in January 2019 must complete the application form and submit it directly by September 30th 2018.

Parents wishing to apply for a place for initial entry in April 2019 must complete the application form and submit it directly by December 31st 2018.

St John's will inform parents of the outcome of their application by letter. We will endeavour to send out letters in May for entry in September 2018, in October for entry in January 2018 and in January for entry in April 2019. If a parent is offered a place they must confirm acceptance by completing the acceptance form and returning it directly to the school by the date stipulated in their offer letter.

The final decision with regard to admission 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. Applications for Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.