



## Dorking Nursery School and Children's Centre

### NURSERY ADMISSION POLICY 2017-18

#### 1. Introduction

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools and classes. The local authority has delegated the admissions of nursery children to the Governing Body of the nursery school. The Admissions Committee will work with the Headteacher to allocate places following the admissions criteria set out below. Parents wishing to apply for a place for their child, must complete the application form and submit it directly to the school that they wish to apply for in accordance with the dates set by the school.

#### 2. Places in the 3-5s Nursery

Our 3-5s Nursery is a State Nursery School for children of 3-5 years maintained and funded by Surrey County Council, therefore the Surrey Admissions Policy applies. There are approximately 70 children on roll depending on staff ratios.

##### a) Eligibility

All children will be eligible for admission to a nursery class in a nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

##### b) Universal Entitlement

Surrey maintained nursery schools operate during term time only, offering sessions to three and four year olds totalling 15 or 30 hours per week, depending on the eligibility of the child. This means that children will be offered their universal entitlement over 5 morning or 5 afternoon sessions. For a child entitled to an additional 15 hours per week, the school will identify which session is the child's universal and which session is the extended entitlement. Places for the additional 15 hours per week are limited and will be allocated in accordance with the admissions criteria set out below.

##### c) Full Time Places

Dorking Nursery School is currently allocated up to 24 full time places which enable children to attend for a longer session each day; these are allocated in accordance with criteria of need (Appendix 1), at the discretion of the schools Admissions Panel and the Headteacher.

##### d) Special Educational Needs

There are 11 places reserved for children with significant special educational needs. These places are allocated by the local education authority and have a different admissions procedure (see separate procedure for admission to the Special Needs Support Centre and Pre-school centre for Speech Language and Communication Needs). The facilities in these units are not available to children in the mainstream school and as such priority under the exceptional social or medical

criterion would not be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

e) Criteria when oversubscribed

When a nursery in a school is over-subscribed for a three year old place, applications for entry in 2017/2018 will be ranked according to the following criteria, **which will be applied in the first instance to children wishing to take up the free early years provision:**

1. Looked after and previously looked after children
  - a. Children who are registered as being in the care of a local authority
  - b. Children who have previously been in the care of a local authority
2. Exceptional social/medical need
  - a. Supporting evidence is required from a doctor, consultant for medical needs, social worker, health visitor, housing officer, the police or children's centre
  - b. Where a two year old was eligible for two year old funding.
3. Children who will have a sibling attending either nursery at the time of admission or have a good pattern of attendance in the 2-3s Nursery
4. 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)
5. Children who will be 3 years old between 1 September 2017 to 31 August 2018 (these children will be able to stay on in nursery for another year in 2018/19 as they will not be due to start Reception until September 2019).

Where any category is oversubscribed, children 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. The home address must be supplied, which is the child's normal place of residence, not a relative or childminder. In the case of shared custody, it will be up to the parents to agree which address to use. We will not accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is available to that child. All distances will be measured by the computerised Geographical Information System by Surrey admissions team. Where this gives the same answer, we will contact Surrey Admissions to prioritise the admissions list.

3. Places in the 2-3s nursery

Our 2-3s Nursery has approximately 30 places available, depending on staffing ratios.

a) Eligibility

Children can be offered a place in the 2-3s Nursery at Dorking Nursery School and Children's Centre from the term after their 2<sup>nd</sup> birthday.

b) Offering

In the two year old provision, children are offered a minimum of 3 sessions and a maximum of 5 sessions.

c) Free Early Education for Two Year Old Funding (FEET)

We admit two year olds who meet the eligibility criteria to receive Free Early Education for Two Year olds (FEET). Once children with FEET funding are placed on roll at nursery, they will be offered all 5 sessions totalling 15 hours. They will be automatically entitled to take up a three

year old place in our 3-5s nursery and the number of places available for three year olds will reduce.

d) Criteria when oversubscribed

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

1. Looked after and previously looked after children
  - a. Children who are registered as being in the care of a local authority
  - b. Children who have previously been in the care of a local authority
2. Exceptional social/medical need
  - a. Supporting evidence is required from a doctor, consultant for medical needs, social worker, health visitor, housing officer, the police or children's centre.
  - b. Evidence of FEET funding applicable to the child
3. Children who will have a sibling attending either nursery at the time of admission
4. Any other children

Where any category is oversubscribed, children 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. The home address must be supplied, which is the child's normal place of residence, not a relative or childminder. In the case of shared custody, it will be up to the parents to agree which address to use. We will not accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is available to that child. All distances will be measured by the computerised Geographical Information System by Surrey admissions team. Where this gives the same answer, we will contact Surrey Admissions to prioritise the admissions list.

4. Procedures for Admission

We will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. Dorking Nursery will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of sessions rests with the Governing Body of the nursery.

5. Fees

Dorking Nursery allows parents to pay for extra nursery provision, beyond their free entitlement, however, such requests will only be considered once all applications for free early years entitlement have been processed.

a) 3-5s Nursery

If children attend another nursery or childcare provider at the same time, Dorking Nursery School must receive the 15 hours universal free entitlement. If a child has been offered a place totalling 30 hours, Dorking Nursery School must receive the additional 15 hours entitlement. Parents can access their additional 15 hours of entitlement with other providers if they are unsuccessful in gaining a place at Dorking Nursery for this entitlement.

b) 2-3s nursery

If children attend another nursery or childcare provider at the same time, parents in the 2-3s provision may choose to use their free entitlement with an alternative provision, if this is the case, then full fees must be paid to Dorking Nursery School. We may not be able to offer the full 15 hour entitlement in the 2-3s nursery as this will depend on the adult:child ratios in the sessions.

Parents pay for all sessions until the end of the term of the child's 3<sup>rd</sup> birthday, unless in receipt of FEET Funding, where the full entitlement will be claimed. From the term after a child's 3<sup>rd</sup> birthday, the Early Years Funded Education Grant covers the cost of each 3 hour session (up to 5 days a week if available).

#### 6. Waiting lists

Where Dorking Nursery is oversubscribed it will maintain a waiting list in criteria order. Due to the large number of children placed on waiting lists, it is likely that admissions will take place in the September after which a child turns 2 or 3.

#### 7. Closing date

The closing date for admissions is the 15<sup>th</sup> January 2017, all applications will be reviewed on this date regardless of the date they were handed into the nursery by the Governor Admissions Panel. Applications received after this date will be added to the waiting list.

**Approved by the Governing Body:** January 2017

**To be reviewed by:** November 2017

This policy is relevant to:

Nursery staff - yes	Centre staff - yes	Parents - yes
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## APPENDIX 1

### Criteria for Full-time Places

Each child being considered for a full time place will be ranked according to the criteria below.

<b>Criteria for allocation of full time places</b>
Child in the care of LA (or previously in care) or adopted from care or in foster care
Child on CP plan
Learning need (identified barrier to learning including behaviour difficulties (evidenced by professionals involved, portage, HV, EYCS Advisor)
Medical need (identified delayed development including language and communication evidenced by health professional.
Extenuating circumstances* - at the discretion of panel
The child has an early help plan/ child in need/TAF
Social need evidenced by professionals involved (Children's services, HV etc)
Child in receipt of EYPP or previously FEET funded Eligible for FSM, Low Income (FSM , FEET)
Poor housing conditions
Transient families, travellers, forces, asylum seekers, refugees
English as additional language - if impacting on learning

\*Extenuating circumstances include potential impact from: mental health issues, drug or alcohol use/dependency, a parent in prison, physical disability within the household, chaotic family circumstances. This list is not comprehensive and allocation of a place can be recommended by the Headteacher.