MAYBURY PRIMARY SCHOOL

Admissions Policy - Nursery 2023-24

Updated: Autumn 2022

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Maybury Primary School

Produced : Autumn 2012
Reviewed : Autumn 2022
To be reviewed: Autumn 2023

Admissions Policy- Nursery

Mission
Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement
Believe. Achieve. Succeed.

At Maybury Primary School we admit children into our Nursery the term after their third birthday and children who are eligible for FEET funding if places are available. There is a main intake in September for children who are three years old by the 31st August of that year. There will only be subsequent intakes in January and April if there are still places remaining.

Where necessary we reserve the right to offer a reduced hour timetable/staggered induction to meet the needs of individual children and to assist them in settling in.

We have places for 61 children (29 in the morning and 32 in the afternoon sessions).Children are currently entitled to a funded place for 15 hours a week from the term after their third birthday.

Options for 15 hour places:

1. Monday to Friday 8.30am-11.30am
2. Monday to Friday 12.15pm-3pm

We offer top up sessions where places are available, we also offer places for children for an additional 15 hours (30 hours) if eligible. However, such requests will only be considered once all applications for the free early year's entitlement for 15 hours have been processed and allocated.

If there are any remaining spaces available, parents will be able to request 15 hours "top up" which they will be charged £15 per 3-hour session/ £75 per week. We will not accept requests for less than 15 hours "top up."

Parents wishing their child to attend the nursery need to complete an application form and hand it in to our school with proof of address and a birth certificate. At the beginning of the summer term, we will contact parents by telephone and then by letter to confirm that their application has been successful. Parents and their child are invited to an induction session in the Summer Term before their child starts in Nursery. This provides parents with an opportunity to meet the teachers, visit their child's setting and discuss arrangements for September. There will also be a home visit carried out in July.

Please note that an admission to Maybury Nursery does not guarantee admission to the reception class of Maybury Primary School. *Parents will need to apply for a place in Maybury Primary School reception class via Surrey County Council admissions procedure.*

Children with an Education, Health and Care (EHC) plan
Children who have an Education, Health and Care (EHC) plan and name Maybury Primary School in the statement, will be admitted to the Nursery. This is for children who are **eligible for funded places (i.e: the term after they turn 3.)**

Admissions Criteria

If there are more applications than there are places, we will offer places in the following order of priority:
The admission arrangements will be as follows:

1. First priority: Looked after or previously looked after children (who are eligible for funded places.)
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 registered as being 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).
- 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.

Where a child has previously been in care but left that care through other means, perhaps by being returned to the care of their parent, they will NOT qualify for

priority under criterion 1, if subsequently, after leaving care, they are made a subject of a child arrangements order or special guardianship order.

2. Second priority: Children of staff at the school

For admission purposes "Staff at the school" will mean:
Any employee that has been employed at Maybury Primary school for two or more years at the time at which the application for admission to the school is made. For normal round admissions the date will be used to assess the length of service will be the closing date for the applications in April 2023. For in year applications the date that will initially be used is the date the application is made;
and/or
a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage and this has been identified in their letter of appointment.

This excludes all temporary or sub-contracted staff.

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:

- their mother or father:
- 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
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer'

Any staff application form needs to be submitted together with a completed Supplementary Information Form and any relevant supporting evidence.

3. Third priority: Siblings- Children who have a sibling at the school at time of their admission (who are eligible for funded places.)

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, ordinarily 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 concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion below in Home Address).

This is for children who are **eligible for funded places (i.e: the term after they turn 3)**

4. Fourth priority: Children who will turn 4 years old between 1 September 2023 to 31 August 2024 (this is to give priority to older children who will be due to transfer to Reception in September 2024 and hence only have one year left to attend nursery)

To give priority to children who will go up to Reception in the next academic year, who will only spend 1 year in Nursery

5. Fifth priority: Any other children eligible for funded places (i.e. for the term after they turn 3) ~~Children for whom the school is the nearest to their home~~
Remaining places will be offered to pupils of the appropriate age on the basis of nearness to the school ~~Currently the nearest school is defined as the school closest to the home address admitting pupils of the appropriate age range~~, as measured by 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~~ entrance in Walton Road (the pedestrian gate that leads to the school office). This is calculated using the admissions team's Geographical Information System. See section Home Address for further information on the definition of home address. The nearest school may be either inside or outside the county boundary.

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 arrangements 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 or rents 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 a straight line from the address point of the child's home address, as set by Ordnance Survey, to the school's official entrance in Walton Road which admits local children using the computerised Geographical Information System maintained by Surrey's admissions team.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school.

6. Sixth priority: Children who will be 2 years old between 1 September 2023 and 31 August 2024 with FEET funding

These are the children who will go up to Reception in September 2026, FEET funded children may be allocated a place the term before they turn 3 (rising 3's), these children will spend more than 1 year in Nursery.

7. Seventh priority: Children who will turn 3 years old between 1 September 2023 to 31 August 2024 (these children will be able to stay on in nursery for another year as they will not be due to start Reception until September 2025.)
These are the children who will go up to Reception in September 2025, children may be allocated a place the term before they turn 3 (rising 3's), these children will spend more than 1 year in Nursery.

We may offer places to the rising 3's, eldest children first. These will be **non-funded places.** These places may be charged at the rate of £15 per 3 hour session.

If the Nursery is oversubscribed, a waiting list will be maintained in criteria order.

The final decision with regard to admission and the allocation of sessions rests with the governing body of the school.

The Governing Body reviews this policy annually.

Payment methods for additional sessions not covered by free entitlement:

- Invoices for payment of additional Nursery sessions will initially be issued **four weekly** in advance and payments will be due immediately, by cash, cheque or childcare vouchers.
- Cheques should be made payable to Maybury Primary School.
- If a child is absent, refunds or reductions are not available.
- Any invoices not paid will become nursery fee arrears. Failure to pay arrears within **one week** will result in the child's additional sessions at nursery being withdrawn.
- To cancel additional charged sessions, **six weeks** written notice will be required.
- Once additional sessions are cancelled, the school cannot guarantee reinstating them.

Unavoidable closure of school
Should the school be closed for any reason beyond our control, there will be no charge for the sessions affected.

Maybury Primary School
Walton Road
Woking
GU21 5DW

Supplementary Information Form

To be completed for applicants under criterion No.2 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Nursery Admissions Officer. Once completed it must be returned to the Nursery Admissions Officer by 1st April 2023.

Name of Child: Surname …….

Forename(s)……

Date of Birth…….

Name of member of Staff:……

Address :

…….

…….

…….

Telephone number:……

Email: …….

I am a member of staff in accordance with the Nursery's Admissions Policy. I have been a member of staff for more than two years and I am:

a) an existing member of staff employed in a 'difficult to recruit position'
or
b) a teacher who is on the school leadership team
or

c) new staff employed to a ‘difficult to recruit’ position

Signature of Parent…….

Date…….