

MAYBURY PRIMARY
SCHOOL

Admissions Policy - Nursery
2019-20

Updated: Autumn 2019



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Maybury Primary School

Produced : Autumn 2012

Reviewed : Autumn 2019

To be reviewed: Autumn 2020

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

“Everyone is a learner and every experience is a learning opportunity.”

At Maybury Primary School we admit children into our Nursery once they are three years old and children who are eligible for FEET funding.

We have places for 61 children (29 in the morning and 32 in the afternoon sessions). We admit children for a 3 hour session, Monday to Friday, either in the morning or in the afternoon or 2.5 days (Monday, Tuesday all day and Wednesday morning or Wednesday afternoon and all day Thursday and Friday. 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.

Some 2 year olds are eligible for FEET funding. All 3 and 4 year old children are eligible for 15 hours of FEE (Free Early Education) the term after they turn 3. Some 3 and 4 year old children are eligible for an additional 15 hours (+15).

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

Parents wishing their child to attend the nursery need to complete our 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.*

Admissions Criteria

If there are more applications than there are places, we will offer places in the following order of priority:

1. The admission arrangements will be as follows:

a. 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 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 school. These children will count towards the school's Published Admissions Number.

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

b. Second priority: Medical needs (who are eligible for funded places.)

Occasionally there will be a very small number of children for whom medical circumstances apply which will warrant a placement at a particular school. The medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

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

c. Third 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 June 2020. For in year applications the date that will initially be used is the date the application is made.

d. Fourth 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.

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

e. Fifth priority: Children who will turn 4 years old between 1 September 2019 to 31 August 2020 (this is to give priority to older children who will be due to transfer to Reception in September 2020 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

f. Sixth priority: Children for whom the school is the nearest to their home

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. The nearest school may be either inside or outside the county boundary.

g. Seventh priority: Children who will be 2 years old between 1 September 2019 and 31 August 2020 with FEET funding

These are the children who will go up to Reception in September 2022, FEET funded children will be allocated a place the term before they turn 3 (rising 3's), these children will spend more than 1 year in Nursery.

h. Eighth priority: Children who will turn 3 years old between 1 September 2019 to 31 August 2020 (these children will be able to stay on in nursery for another year as they will not be due to start Reception until September 2021.)

These are the children who will go up to Reception in September 2021, children will 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.

We are able to offer places for children with an eligible 30 hour code from the Local Authority. (See website for details of eligibility.) These places will be offered once all funded 15 hour entitled children have been placed, in line with the admission criteria above.

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 hour "top up."

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.