

MAYBURY PRIMARY
SCHOOL

Admissions Policy - Nursery

Updated: Autumn 2018





Maybury Primary School

Produced : Autumn 2012

Reviewed : Autumn 2018

To be reviewed: Autumn 2019

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 or rising threes and children who are eligible for FEET funding.

We have places for 64 children (32 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 +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.

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.)

Within the admission arrangements for all community and voluntary controlled schools 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(a), 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(a) 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: exceptional social/medical needs (who are eligible for funded places.)

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances 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/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 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. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan

which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Surrey Local Authority reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

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

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

After 'exceptional arrangements', places are then offered to siblings. 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.)**

d. Fourth priority: Children who will turn 4 years old between 1 September 2018 to 31 August 2019 (this is to give priority to older children who will be due to transfer to Reception in September 2018 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

e. Fifth 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.

f. Sixth priority: Children who will be 3 years old between 1 September 2018 and 31 August 2019 with FEET funding

These are the children who will go up to Reception in September 2020, 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.

g. Seventh priority: Children who will turn 3 years old between 1 September 2018 to 31 August 2019 (these children will be able to stay on in nursery for another year as they will not be due to start Reception until September 2020.)

These are the children who will go up to Reception in September 2020, 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 will offer places to the rising 3's, eldest children first. These will be **non-funded places** and where necessary we reserve the right to offer a reduced hour timetable to meet the individual needs of these very young children.

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.