



## **ADMISSIONS POLICY 2017/18 2 – 5 years old**

<b>Responsibility for Document:</b>	Head Teacher/FGB
<b>Approved by Governors:</b>	September 2017
<b>Review:</b>	Summer Term 2018

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools and classes. The admissions panel will 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 nursery school.

Guildford Nursery School and Children's centre operates over two sites.

### **Places for two year olds**

Two year old children are admitted to the nursery school after they turn two or the term after their second birthday for Free Early Education for Two Year Olds (FEET) funded places, although admission will be subject to an application being made and places being available.

If the nursery school is over-subscribed applications for entry 2017/18 will be ranked according to the following criteria, which will be applied in the first instance to children in receipt of (FEET) funding:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery
- d) Any other children

### **Places for three and four year olds**

Children are admitted to the nursery school the term after their third birthday although admission will be subject to an application being made and places being available.

If the nursery school is over-subscribed applications for entry 2017/18 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:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery
- d) 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)
- e) 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 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.

### **Procedures for Admission**

We will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. We will only allocate nursery sessions once it has been 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 nursery 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 school.

If children attend another nursery or childcare provider at the same time, Guildford Nursery School and Children's Centre must receive the free entitlement.

Parents pay for all sessions until the term after the child's third birthday, unless in receipt of FEET funding.

However such requests will only be considered once all applications for the free early year's entitlement have been processed. A minimum attendance of three sessions over three days is required for fee paying children.

Where the school is oversubscribed it will maintain a waiting list in criteria order.

Should the nursery not be full in any term an intake will take place in the subsequent terms.