



Admissions Policy 2023/24

2-5 years old

Document Review:	HT/SOM
Responsibility for Policy:	FGB
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For the purpose of this policy Guildford Nursery School will be referred to as GNS.

Where we say 'parent' we mean 'parents and carers'.

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.

GNS 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 2023/24 will be ranked according to the following criteria, which will be applied in the first instance to children in receipt of (FEET) funding living in the local community (no more than 5 miles from the school):

- a) Looked after and previously looked after children
- b) Exceptional social need such as on a Child Protection or Child In Need Plan
- c) Complex Special Educational need *(please see addendum below)
- d) Children who have or will have a sibling attending the nursery
- e) 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 2023/24 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 living in the local community (no more than 5 miles from the school):

- a) Looked after and previously looked after children
- b) Exceptional social need such as on a Child Protection or Child In Need Plan
- c) Complex Special Educational need *(please see addendum below)
- d) Children who have or will have a sibling attending the nursery

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, GNS 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 15 hours per week 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.

30 hours free childcare is available for families that meet the eligibility criteria.

***Addendum**

A complex Special Educational need is defined as follows:

Where a child has been diagnosed with an illness, disability or sensory impairment and needs a lot of additional support on a daily basis, they're described as having "complex needs" (NHS).

Within GNS there are:

- 4 spaces within the 2-year-old provision on each site
- 10 Pre-school Named Places available at the Hazel Avenue site. These places will be offered as either morning or full time (depending on parental circumstances). For more information on Named places please contact the Inclusion Lead for the Nursery School: Helen Moyes (01483 566589).