



## Admissions Policy 2025-2027

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### Introduction

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: one in Bellfields, GU1 1NR and one in the town centre, GU1 4DU.

### Allocation of places

Places at Guildford Nursery School are prioritised for babies and children living within 3 miles of the school. Any applications beyond 3 miles will be considered after all other places are allocated in line with the criteria set out below.

We offer universal entitlement for eligible two, three- and four-year olds, which includes funded entitlement for eligible two-year olds, the entitlement for working families of two-year olds, universal funded entitlement for three and four-year olds as well as the additional entitlement for working families. All funded entitlement is offered over 15 or 30 hours per week, term time, depending on the eligibility of the child and places available.

Funded entitlement sessions for all ages are offered within set hours and on set days. We do not allow funded entitlement to be used flexibly. Details of funded sessions and hours are on our [website](#).

### Places for under two-year-olds

Under two-year-old children can be admitted to the nursery school the term after they are aged nine months, although admission will be subject to an application being made and places being available.

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

1. Looked after and previously looked after children
  - a) Children who are registered as being in the care of the local authority.
  - b) Children who have previously been in the care of the local authority.
2. Exceptional social/medical/educational need
  - a) Supporting evidence is required from a relevant professional, e.g. a doctor, paediatrician, speech and language therapist, physiotherapist, occupational therapist, educational psychologist, social worker, health visitor, police, family support worker.
3. Children of staff  
Priority will be given to a child if their parent is a permanent member of staff at GNS and meets either or both of the following criteria:
  - a) Has been employed on a part-time or full-time basis at GNS for two or more years at the time at which the application for admission is made.
  - b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
4. Children who have a sibling attending the nursery at the time of admission.
5. Funded children of parents with evidence that they are in receipt of Child Benefit.
6. Funded children.

### **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 funded places, although admission will be subject to an application being made and places being available.

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

7. Children who are already admitted from 9 months – 2- years-old.
8. Looked after and previously looked after children
  - c) Children who are registered as being in the care of the local authority.
  - d) Children who have previously been in the care of the local authority.
9. Exceptional social/medical/educational need
  - b) Supporting evidence is required from a relevant professional, e.g. a doctor, paediatrician, speech and language therapist, physiotherapist, occupational therapist, educational psychologist, social worker, health visitor, police, family support worker.
  - c) Evidence of Funded Early Education for Two-year olds (FEET funding) relating to income.
10. Children of staff  
Priority will be given to a child if their parent is a permanent member of staff at GNS and meets either or both of the following criteria:
  - c) Has been employed on a part-time or full-time basis at GNS for two or more years at the time at which the application for admission is made.
  - d) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
11. Children who have a sibling attending the nursery at the time of admission.

12. Funded children of parents with evidence that they are in receipt of Child Benefit.
13. Funded children.
14. Any other children.

All two-year-olds admitted to GNS will be automatically entitled to take up a three-year-old place.

### Places for three-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.

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

1. Children who are already admitted to GNS as two-year-olds.
2. Looked after and previously looked after children
  - a) Children who are registered as being in the care of the local authority.
  - b) Children who have previously been in the care of the local authority.
3. Exceptional social/medical/educational need
  - a) Supporting evidence is required from a relevant professional, e.g. a doctor, paediatrician, speech and language therapist, physiotherapist, occupational therapist, educational psychologist, social worker, health visitor, police, family support worker.
4. Children of staff  
Priority will be given to a child if their parent is a permanent member of staff at GNS and meets either or both of the following criteria:
  - a) Has been employed on a part-time or full-time basis at GNS for two or more years at the time at which the application for admission is made.
  - b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
5. Children who have or will have a sibling attending the nursery at the time of admission.
6. Funded children of parents with evidence that they are in receipt of Child Benefit.
7. Funded children.
8. Any other children.

Where any category is oversubscribed, children will be ranked according to the straight-line distance that they live from the school site relevant to their application, 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.

At GNS Hazel Avenue, **there is an additional provision to meet the needs of up to 12 children with identified complex needs.** Parents wishing their child to be considered for a place within this provision will need to apply directly to the school. Applications will be considered in line with criterion 3, as set out above, and parents will need to provide relevant supporting evidence. Once a place at the school has been offered under this criterion, the school will work with the family to apply for any appropriate additional funding/support.

## **Procedures for Admission**

We will endeavour to inform applicants of the outcome of their application by letter, as soon as possible after application. Offers will be conditional subject to the parents being eligible for working parent funding, child benefit and still living at the same address at the date of 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 full free entitlement.

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.

## **Fee paying sessions**

Parents are able to request additional fee-paying sessions beyond their funded entitlement. 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 all fee-paying children.

## **Closing date for applications**

The closing date for admissions is:

- 6<sup>th</sup> June 2025 to start in September 2025
- 10<sup>th</sup> October 2025 to start in January 2026
- 30<sup>th</sup> January 2026 to start in April 2026
- 8<sup>th</sup> May 2026 to start in September 2026
- 5<sup>th</sup> October 2026 to start in January 2027
- 1<sup>st</sup> February 2026 to start in April 2027

Applications received after this date will be added to the waiting list and will be considered once all other places have been allocated according to the admissions criteria.