



# **The Mead Infant and Nursery School**

## **Nursery Admissions Policy**

School name: The Mead Infant and  
Nursery School

Reviewed: autumn 1 2025

Ratified by: LGB

Next review date: autumn 1 2027

## **The Mead Infant and Nursery School Nursery Admissions Policy**

At The Mead Infant and Nursery School we adhere to the principle that every child matters and that all children have the right to enjoy and achieve to the best of their ability in a safe, happy and secure learning environment which encourages them to grow as global citizens. We believe that a strong partnership with parents/carers encourages children to reach their full potential. These terms and conditions apply to all children who attend our nursery, whether full-time or part-time, aged three or four. Agreement to the terms and conditions must be received by our nursery team before your child starts with the nursery.

### **1.Introduction**

- The Mead Infant and Nursery School is part of the Bourne Education Trust (BET) which serves the local community and welcomes children of all abilities, cultural and ethnic backgrounds and faiths. Parents wishing to apply for a place for their child, must complete the application form and submit it directly to the school in accordance with the dates set by The Mead Infant and Nursery School
- These admissions arrangements do not apply to applications to join the Specialist Centre for Deaf Children at The Mead Infant and Nursery School. These are managed through the pupil's case officer and considered at the appropriate admissions forum.
- The Headteacher welcomes visits from families prior to a child's admission to the school. Parents should make an appointment for a tour of the school by contacting the school office. The school website ([www.mead.surrey.sch.uk](http://www.mead.surrey.sch.uk)) has information about the school and tour dates
- The Mead Nursery can accommodate up to 65 children. We offer both 15hr and 30hr places. Places are offered on a full or part time basis - 5 mornings or afternoons, or 5 full days. Children are admitted in the September and remain in the Nursery for a full academic year. If places are still available after the first term a January intake will take place; these children will stay in Nursery for five terms. There are no further admissions, unless an individual place becomes available during the year.
- Children are eligible for a place in the Nursery starting in the September following their third birthday. To be eligible for a January place the child must have their third birthday during the Autumn term prior to starting. A child must have their fourth birthday during their time in Nursery.
- The closing date for applications is the same day as the closing date for applications to the Reception Year, as set by Surrey LEA.
- An application can only be made from one address and only one application per child can be made.

- We will need proof of where you live, which is usually your council tax number, or if you are not responsible for council tax, some alternative evidence, which should be a copy of your signed tenancy agreement and a utility bill and proof of your child's date of birth by providing their birth certificate
- We will investigate any applications where there is doubt about the address being given. Use of false information may lead us to withdraw an offer of a place, even after a child has started at nursery.
- 30hr places are available to children whose parents are entitled to the Government's 30 hours funded childcare initiative. The link below offers further information for parents to find out if they are eligible for the 30 hours funding:  
<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>
- All Nursery children will be offered transition activities including a Home Visit prior to starting Nursery.

## **Oversubscription criteria**

When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in the following order (notes may be found in Appendix A):

1. Looked after children and children who were previously looked after children (see note 1).
2. Children with exceptional social or medical needs where it is deemed that this is the only school which can meet their needs (see note 2).
3. Siblings – children who will have a sibling in the school at the time of the child's admission (see note 3).
4. All other children. Remaining places will be offered based on nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupil use (see note 4 for the definition of home address)

In addition to the above admissions criteria detailed above, criteria for admission to The Mead 30 hours Nursery provision are:

- Eligible for 30 hours universal entitlement. Once a 30-hour place has been offered, it will not be formally confirmed until a valid eligibility code has been provided to the school by the parent/carer.
- Able to accept a place for 30 hours per week, 8.50am – 3.00pm Monday to Friday at The Mead Nursery (term time only).

- We may allow parents to pay for extra Nursery provision beyond their funded entitlement. However this will only be considered once all applications for funded early year's entitlement have been processed.
- If a child becomes ineligible for extended 30 hours provision during the year and parents/carers cannot produce an eligibility code, the child will remain entitled to the 15 hours Universal Entitlement at The Mead and the parent will have the option to pay for the 15hrs extended entitlement

The priority criteria listed in this policy will only be used for the purpose of allocating a place at The Mead Nursery. The decision of the nursery in relation to admissions is final.

Length of time on the waiting list will not be taken into account when allocating places.

**It should be noted that admission to the school's Nursery does not guarantee admission to the Reception Year.** Parents of our Nursery children need to apply for a Reception place along with parents/carers of children who have not attended The Mead Nursery.

## **Appendix A –Definitions to support over-subscription criteria**

### **Note 1 – Looked after and previously looked after children**

Looked after and previously looked after children will be considered to be:

- children who are 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); and
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **Note 2 – Exceptional social or medical needs**

Occasionally a very small number of children have exceptional social or medical circumstances which warrant a placement at The Mead Infant and Nursery School. Applicants should make it clear on their application form that they wish their application to be considered under social / medical need.

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 this 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 The Mead Infant and Nursery 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 The Mead Infant and Nursery School above any other.

Common medical conditions and allergies can be supported in all mainstream schools, therefore priority under the exceptional medical criterion will not normally be given for these.

Routine child-minding arrangements or a parent's wish that a child attends the school because of the child's aptitude or ability or because their friends attend the school are not normally considered to be an exceptional social reason for a place to be offered.

The Mead Infant and Nursery School has specialist provision for deaf children with an education, health and care plan which names the school. Priority under the exceptional social or medical criterion would not be agreed for a mainstream place solely on the basis of a specialist unit being attached to the school.

### **Note 3 – 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 stepbrother, stepsister 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.

For the initial intake to The Mead Infant and Nursery School, a child will also be given sibling priority for admission if their sibling is attending Auriol Junior School and that sibling is still expected to be on roll at the time of the child's admission as the school operates sibling priority with Auriol Junior School.

This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school which operates shared sibling priority.

At the initial allocation, when an applicant is applying for both a Reception place at The Mead Infant School and a Year 3 place at Auriol Junior School, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the other school.

### **Note 4 – Home address**

Within the admission arrangements, the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the

time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use.

Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Nursery will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.