

# The Mead Infant and Nursery School

## Nursery Admissions Policy 2020 - 2021



**Proud to Belong**

This Policy is reviewed by the full Governing Body annually.

**Reviewed by:** T. Creasey, Headteacher and full Governing Body in Autumn Term 2020

**Next Review:** Autumn Term 2021

# **Admissions to The Mead Nursery**

## **1.Introduction**

- The Local Authority has delegated the admissions of nursery children to the Governing Body of Community and Voluntary Controlled schools. Parents wishing to apply for a place must complete the application form and submit it directly to the school accordance with the dates set by the Mead.
- 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 is able to accommodate up to 65 mainstream children. The nursery has 26 morning session places and 39 30hr places available. Places are offered on a full or part time basis - 5 mornings, 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 course of 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.
- All Nursery children will be offered a Home Visit prior to starting Nursery.

## **2.The criteria for admission to The Mead Nursery**

Applications for entry to The Mead Nursery will be ranked according to the following criteria:

### **Priority A**

Those with an Education or health care plan (EHCP), Looked After Children, previously looked after or those with a social need will be considered for a priority place. This includes Hearing Impaired children with an assessment placement who have a place in our specialist provision.

In this category children with social need will be assessed against the information gained by the school from professional agencies working with the family.

Examples of social need which may be considered (in no specific order) might include:

- A child with a confined play space (those living in overcrowded conditions, emergency temporary accommodation, refuge)
- A child with a parent living in accommodation protecting them from domestic violence
- A child of parents with disabilities or a child who has siblings with disabilities
- A child who is cared for by a 'Young Carer'
- A child who is on a child protection plan and has a social worker
- A child who has moved in to the area due to safety reasons

### Priority B

- Children who have a sibling in The Mead Infant and Nursery School or Auriol School **at the time of the younger child's admission to The Mead.**

### Priority C

- Any other child; places will be offered to those living nearest to the school. Distance from home to school is measured using the Surrey SMART online system which measures the distance from the home address to school in a straight line, as set out by Ordnance Survey.
- Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, The Mead Infant and Nursery School will use random allocation to determine which child should be given priority.
- If the parents do not live together, the address is where the child spends most of their time, usually the address of the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.
- Parents should not use a business, relative, carer or childminder's address.
- The school will not accept a temporary address if the main carer of the child still owns a property that has previously been used as a home address, nor if it believes the address has been

used solely or mainly to obtain a nursery place when an alternative address is still available to that child.

- An application can only be made from one address and only one application per child can be made.
- The school will need proof of where parents live, which is usually a council tax number, or if they are not responsible for council tax, some alternative evidence, which should be a copy of their signed tenancy agreement and a utility bill and proof of their child's date of birth by providing their birth certificate
- The school will investigate any applications where there is doubt about the address being given. Use of false information may lead to the withdrawal of an offer of a place, even after a child has started at nursery.

The school is currently able to offer a 39 full time Nursery places. These 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>

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

- Eligible for 30 hours' universal entitlement. Once a 30 hours' 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, 8.45am – 3.00pm Monday to Friday at The Mead Nursery (term time only).
- Once all funded 30hr places have been offered, if the Nursery have any 30hr hours places left, these will be offered to parents as an option to pay for the 15 additional hours each week, on top of the 15 hour funded entitlement.
- 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 final decision on how places are allocated for The Mead Nursery rests with the Governing Body of the school. The priority criteria listed in this policy will only be used for the purpose of allocating a place at The Mead Nursery.

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 Nursery children need to apply for a Reception place along with parents/carers of children who have not attended The Mead Nursery.