



**2020/21 Admissions Policy**  
**for Nursery at Hamsey Green Primary School**

A child will be eligible for admission to a nursery class in Hamsey Green Primary School from the term after they turn 3 years old or 2 years old. Admission will be subject to an application being made and places available.

We operate a **term time only** nursery and offer:

- 15 hour sessions of mornings, afternoons or two and a half days per week funded by free early education
- 5 full days funded by extended free early education 30 hours (need to apply for eligibility)
- Additional hours available - chargeable
- Breakfast club - chargeable
- After School club - chargeable

The admission of nursery children is delegated to the Local Governing Board (LGB) of Hamsey Green Primary School by the Trustees of Tandridge Learning Trust. Parents wishing to apply for a place for initial entry in September 2020 must complete an application form and submit it to Hamsey Green Primary School. Date for completion for this first year will be 30<sup>th</sup> June 2020.

If the Nursery is over-subscribed, the LGB will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

**Places for 3 and 4 year olds**

**a) Looked after and previously looked after children**

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of 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 the nursery at Hamsey Green Primary School is made
- Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989, and who have left 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 of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

**b) Where there is a social or medical need for a place at that school**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or 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 the nursery at Hamsey Green Primary School and why no other nursery could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a place should be made at the nursery at Hamsey Green Primary School above any other.

**c) Children who will have a sibling at the school at the time of the child's admission**

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 step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

**d) Children who will turn 4 years old between 1 September 2020 to 31 August 2021**

This is to give priority to older children who will be due to apply for Reception in the next academic year and hence only have one year left to attend nursery. **Children who will be 3 years old between 1 September 2020 and 31 August 2021** (these children will be able to stay on in nursery for another year in 2021/22 and will be due to start Reception in September 2022).

Information for Free Early Education and childcare for 3 and 4 year olds, plus 30 hours eligible provision for working parents can be obtained from:

<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>

**Places for 2 year olds**

**a) Children who are eligible for FEET, with oldest by term having priority**

**b) Children who are 2 years old, with oldest by term having priority and subject to availability**

When applications exceed the number of 2 year old places, the same criteria applies as for 3 and 4 years olds (a) to (c) above.

Information about Free Early Education and childcare for two year olds can be obtained from

<http://www.surreycc.gov.uk/people-and-community/familyinformation-service/choosing-childcare-for-children-and-young-people/paying-forchildcare/free-early-education-for-2-year-olds-feet>

Once children with FEET funding are placed on roll at nursery, they will be automatically entitled to take up a 3 year old place in the nursery at Hamsey Green Primary School.

Where any category for either age group is oversubscribed applicants will be ranked according to the straight line distance that they live from the nursery with priority being given to children who live closest. The school will endeavour to inform parents of the outcome of their application by letter, at least one term before admission.

If a parent is offered place they must confirm acceptance directly with the school by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of sessions will rest with the school Local Governing Board.

Where the nursery is oversubscribed it will operate a waiting list based on the oversubscription criteria without regard to the date of application was received or when a child's name was added to the waiting list.

Admission to the school's nursery **does not automatically** guarantee admission to Hamsey Green Primary School Reception class. Application for Reception must be made on a separate application in accordance with the Reception admission arrangements and be submitted by the statutory deadline.