



Acorns Nursery Admissions Policy

The Governing Body is the Admissions authority for our Nursery. Parents/carers wishing to apply for a place must complete an application form and submit it directly to the Nursery.

We offer:

- 15 hours funded universal sessions, flexible from 9am – 12pm or 12pm-3pm
- 15 hours private funded sessions flexible 9am -12pm or 12pm – 3pm as a 'top up' to 30 hours
- 30 hours funded offer (where eligible) from 9am – 3pm

We also offer a lunch club from 12.00-12.15pm funded for pupils who stay all day or privately funded. Food is to be provided by the parent.

Places for two-year olds

We offer places to 2 year olds with FEET funding or privately funded. Any child who is offered a place at two years old will automatically have a right to a place at three years old until they transfer in to a Reception class.

Places for three-year olds

All children will be eligible for admission to a nursery class in the term **after** they turn three years old, subject to an application being made, a non-refundable deposit paid and places being available.

If the Nursery is over-subscribed, places will be offered as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 during the school year prior to reception year
- e) Children who will be 3 years during the school year

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.

Procedures for admission

We will inform parents/carers of the outcome of their application by letter or email, at least one half term before admission. Parents/carers must confirm acceptance directly with the nursery by the date stipulated in our written correspondence. **A non-refundable deposit is required at this point, and fees, where applicable, are payable from the agreed start date. Invoices will be raised termly and MUST be paid for in advance.**

Contact should be made via nursery@hamsey.surrey.sch.uk. If our Nursery is oversubscribed, we will maintain a waiting list in the order of criteria listed above.

Notice period for children leaving.

At least one full half term's notice is required before a child is withdrawn (other than for moving up to primary school). Fees will be payable if a child is withdrawn sooner.

Parents/carers are advised that admission to a school's nursery does not guarantee admission to the Reception class at our school. Applications for Reception must be made on-line via the relevant council authority and be submitted by the statutory deadline in order to be considered.