

# **Riverbridge Primary School Nursery**

## **Admissions Code 2019/20**

Admission into Riverbridge Primary School Nursery is administered by the school and follow Surrey County Council's admission criteria. Parents and guardians wishing to apply for a place must complete the Riverbridge Primary School Nursery application form, available from the school offices or on our website.

The nursery offers two separate sessions. These are:

- Monday & Tuesday, 8.45am – 2.45pm, Wednesday 8.45am – 11.45am
- Wednesday 12.00 noon – 3.00pm, Thursday & Friday, 8.45am – 2.45pm

Whilst this admission code gives greater priority to children of siblings already at the school at the time of admission to nursery, **parents must be aware** that having a nursery place at Riverbridge Primary School does not guarantee your child a place within the school. For parents wishing to receive a place in our Reception class they must apply for this following Surrey County Council's current admission process.

### **30 Hours**

Whilst offering the allocated number of 15-hour government funded nursery places will take priority, there are a small number of places held by the school that can be offered to parents claiming free 30 hours' childcare. Priority will be given to children already in our nursery, and if the places are over-subscribed they will be allocated on a first come-first served basis. If there are still too many applications priority will be given to the older children.

There can be the opportunity that parents can fund 15hrs themselves so that their child can attend nursery 5 full days a week. (This option will be available on a first come-first served basis, however when offering places priority will be given to those children starting Reception the following September).

### **Places for two year olds**

From our advertised nursery pupil admission number, (PAN) up to 8 places are allocated for children entitled to the free Early Years' Education for 2 year olds (FEET) funding. In the event of being over-subscribed places will be allocated according to the criteria detailed below. These children will be eligible to join the nursery from the term after they turn 2 until the term after they are 3. Once children, with FEET funding, take up a place in the nursery they will automatically be entitled to a 3-year-old place. Evidence of FEET funding will need to be provided on application.

If 2 year-old places are under-subscribed, there may be the opportunity that parents can fund 15hrs themselves so that their child can attend nursery for 2.5 days a week. These places will be allocated as below

- 1) Looked after and previously looked after children
- 2) Exceptional social/medical need
- 3) Age (allocated by term of birth date)
  - a) children who have a sibling attending the nursery or the main school at the time of admission and for whom the nursery/school is the nearest to their home address
  - b) Non-sibling and for whom the nursery/school is the nearest to their home address

For more information on Free Early Education for 2 year olds please see website at <http://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet> or please contact the school for more information.

### **Places for three/four year olds**

All children will be eligible for admission to our nursery class in the term after they turn 3 years old, although admission will be subject to an application being made and places being available.

### **Allocation of places when the nursery is over-subscribed**

When the nursery is over-subscribed, applications for entry will be ranked according to the following criteria:

1. Looked after and previously looked after children
2. Exceptional social / medical need

3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children for whom the nursery/school is the nearest to their home address. This category has been sub- divided as follows:
  - a) Children who will turn 4 years old by August. *(This is to give priority to older children who will be due to transfer to their Reception year in the next academic year and hence will only have 1 term left to attend nursery.)*
  - b) Children who will be 3 years old between September and August. *(These children will be able to stay on in nursery for another year as they are not due to start school until the following September )*
5. Any other applicant

#### **Procedures for admission**

The school will endeavour to inform parents and guardians of the outcome of their application by email as soon as possible. The school will only allocate nursery sessions once it has been determined that a place can be offered in accordance with the admission criteria outlined above. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in the offer email or letter.

The final decision with regard to admission and the allocation of Monday – Wednesday or Wednesday – Friday sessions, as detailed above, rests with the governing body of the school; however parents may request a preference but this will be subject to availability and cannot be guaranteed.

#### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for the nursery according to the admission criteria outlined above without regard to the date the application was received or when a child's name was added to the waiting list.

## **APPENDIX 1**

The following admissions criteria will be used to allocate places when the nursery is oversubscribed. This has been written in priority order.

### **First Priority: Looked after and previously looked after children**

Within our admission arrangements looked after and previously looked after children will receive the top priority for a place. Looked After and previously looked after children will be considered to be:

- Children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a nursery place is made.
- Children who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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).

### **Second Priority: Exceptional social/medical need**

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 or nursery. The exceptional social or medical circumstances might relate to either the child or the parent / carer. To be considered under this criteria, supporting evidence from a professional is required. For example, 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 Riverbridge Primary School and why no other nursery could meet the child's needs.

**N.B** - Providing evidence does not guarantee that a child will be given priority into the nursery as 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 here above any other.

Common medical conditions and allergies can usually be supported in any nursery setting, therefore priority under the exceptional medical criterion would not normally be given for these.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at the nursery.

### **Third priority: Children who will have a sibling attending the nursery or the main school at the time of 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 at the same address. A child will be given sibling priority if they have a sibling at the school / nursery and that sibling is still expected to be on roll at that school at the time of the child's admission.

### **Fourth priority: children for whom the school/nursery is the nearest to their home address**

For the normal intake to the nursery, the nearest child will be defined as the child living closest to the nursery, who is of the appropriate age-range, as measured by a straight line.

Whilst the nearest child may be inside or outside the county boundary, under this criterion all children living in Surrey will be considered first.

Within the admission arrangements, the child's home address excludes any business, relative's or childminder's address and must be the child's 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 used will be the one where the child is expected to live for the majority of the time. For other children, the address 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, the school will accept an application from the parent / carer who is registered for child benefit.

The school/nursery will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will a temporary address be accepted if it is believed that it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child. All distances will be measured by the computerized Geographical Information System.

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 is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school of any change of address.

#### **Fifth priority: any other applicant**

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school/nursery and only one place remains, the school will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, the school/nursery will use random allocation to determine which child should be given priority. If after allocation one or more places can be offered, but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be informed about waiting lists.

#### **Waiting lists**

Where there are more applicants than places available, waiting lists will operate according to the admission criteria, outlined above and without regard to the date the application was received or when a child's name was added to the waiting list.