



Nursery Admission Policy 2017/18

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools. Parents and guardians wishing to apply for a place must complete the Town Farm Nursery application form, available from the school office or website. It should be submitted directly to the school in accordance with the dates detailed below. The nursery offers three separate sessions as follows:

- Monday and Tuesday, 9am – 3pm, Wednesday 9am – 12 noon
- Wednesday 12.15pm – 3.15 pm, Thursday & Friday, 9am – 3pm
- Monday – Friday 9am – 3pm (For those eligible for 30 hours)

Places for three year olds

All children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available. When the nursery is over-subscribed for a three year old place, applications for entry in 2017/2018 will be ranked according to the following criteria:

- 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 years old between 1 September 2017 to 31 August 2018 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September 2017 to 31 March 2018 (these children will be able to stay on in nursery for another year in 2018/19 as they will not be due to start Reception until September 2019)

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.

Places for rising three year olds

Children may be considered for admission during the term in which they reach the age of three. Any such offers will be considered dependent upon availability and where the child is eligible for FEET funding or where the place becomes chargeable. Contact the school office for more information.

FEET Funding

If your family receives one of the following benefits then your child may be eligible to claim FEET. Once your child has been agreed for FEET they will continue to be funded even if your family does not meet the criteria at a later date.

Income Support

Income based Jobseeker's Allowance (JSA)

Income related Employment and Support Allowance (ESA)

Support through Part 6 of the Immigration and Asylum Act 1999

The Guaranteed element of State Pension Credit

Child Tax Credit and have an annual income under £16,190 before tax

Working Tax Credit and have an annual income under £16,190 before tax

Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Universal Credit

You can apply for FEET the term your child turns two but you won't receive the free hours until the following term.

If you meet the eligibility criteria and are using a Surrey childcare provider you can apply for FEET by completing the [Surrey FEET Application Form \(pdf\)](#) and sending it to the address given on the form. (Form available from the Surrey County Council website)

Eligibility for 30 Hours

- For families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year
- It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

Procedures for Admission

The school will endeavour to inform parents and guardians of the outcome of their application by letter at least one term before admission. The school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a 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 Monday – Wednesday or Wednesday – Friday sessions, as detailed above, rests with the governing body of the school.

Where the nursery is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

The school will hold four places for the 30 hour offer until the end of the November 2017. If the places remain empty they will be released to accommodate the 15 hour offer.

Timetable for September 2017 admissions

- 24th February 2017 Deadline for receipt of applications
- 20th April 2017 Nursery outcome letters will be sent by first class post
- 4th May 2017 Deadline to accept or decline offers of a place

Late applications

Applications received after 24th February 2017 will be treated as a late application and will be considered after 4th May 2017.

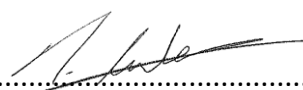
In-year admissions

Applications received after 1st September 2017 for admission to the nursery class will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

Reviewed: Spring 2017

To be reviewed: Spring 2018

Signed:.......... (Executive Head)

Signed:..........Chair of Governors