

Fox Cubs Forest Nursery

At Shere CE Infant School

Roots to grow - Wings to fly

Admissions Policy

A world class education in a small village school.

Introduction and Purpose

The admission of nursery children is the responsibility of the Board of Governors of Shere CE Infant School. The policy sets out how we will make our decisions on allocation of nursery places.

Parents wishing to apply for a place must complete the application form and submit it directly to the School.

A child will be eligible for admission to our nursery class at Shere CE Infant School from the term after they turn 2 years old. Admission will be subject to an application being made and places available.

Policy Objectives

We aim to ensure that all members of our community have access to our nursery school through open, fair and clearly communicated procedures.

Cut off dates for entry in to nursery:

- Autumn Term admissions – must be two no later than 31st August;
- Spring Term admissions – must be two no later than 31st December;
- Summer Term admissions – must be two no later than 31st March.

Once a child is eligible for the universal entitlement (in the term after their third birthday), we would expect them to attend for at least 15 hours, in consultation with parents and should places be available.

Oversubscription

If nursery applications exceed the number of places, Governors 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 children will receive top priority. Looked after children and previously looked after children are considered to be:

- Children who are registered as being in care of 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 Shere Nursery School is made; and
- 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 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 the School:

This criterion aims to consider the small number of children for whom an exceptional social or medical circumstance warrants a placement in a particular school. These circumstances may relate to 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 in other circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend the nursery at Shere Infant School and why no other school could meet the child's needs. The evidence does not guarantee that a child will be given priority and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a place should be made at Shere Nursery School above any other.

c. Children who will have a sibling at the School at the time of the child's admission.

For the purpose of this policy 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, a half-sister, a step-brother, a 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 the 1st September 2017 and the 31st August 2018.
This criterion prioritises older children who are due to start Reception in the next academic year and hence only have a year left to attend nursery.
- e. Children who will be 3 years old between 1st September 2017 and 31st August 2018.
These children will be able to stay on in nursery for another year in 2018/19 and will be due to start Reception in September 2019.

Places for 2 year olds:

- a. Children who are eligible for FEET, with the oldest by term having priority.
Information about free early education and childcare for two year olds can be obtained from www.surreycc.gov.uk
- b. Children who are 2 years old, with the oldest by term having priority and subject to availability.

Where applications exceed the number of 2 year old places, the same criteria applies for 3 and 4 year olds with criteria (a) through to (c) being applied.

Once children with FEET funding are placed on roll at the nursery, they will be automatically entitled to take up a three year old place in our nursery and the number of places available for three year olds will reduce.

Where any category for either age group is oversubscribed, applicants 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.

The school will endeavour to inform families of the outcome of their application by letter.

The final decision with regard to admission and the allocation of sessions will rest with the Governing Board of the school.

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

Admission to the school's nursery does not guarantee admission to the Reception Class. Applications for Reception must be made on a separate application using Surrey County Council's admissions website and be submitted by the statutory deadline in order to be considered.

Bookings:

Families will be required to complete a nursery application pack to be returned to the school with a £25 refundable deposit to secure a place. This will include a session form, where preferred days and times for the academic year can be indicated.

Fox Cubs Forest Nursery cannot guarantee that all preferences will be met, or that children will have access to the full 30hours of free nursery education, as this will be dependent upon the number of children on roll. However within this constraint we will do our best to accommodate the preferences of all.

Fox Cubs Forest Nursery

At Shere CE Infant School

Roots to grow - Wings to fly

Admissions Form

I/we wish to register our child at Fox Cubs Forest Nursery School at Shere Infant School. I understand that completing this form does not guarantee a place. Governors will consider applications received by the deadline date in accordance with the nursery class admissions policy.

Please return to the School Office with a refundable deposit of £25 by 12 noon by the admission date stated on the website. You will be notified by the school if your child has been allocated a place after the closing date. Please contact the school if you have any queries concerning completion of the form.

1. Child's Details

Child's Full Name

Known as

Gender

Child's Date of Birth

Which term would you like your child to start nursery?

Autumn

Spring

Summer

Child's Home Address

(this must be the child's normal place of residence and not a relative or carer's address)

Names and dates of birth of brothers and sisters

Country of birth

Ethnic Origin

Religion

Nationality

Language spoken at home	Name of any previous school if applicable
-------------------------	---

<p>Name, address and phone number of child's doctor</p> <p>Is there any medical information that the School should be aware of? For example, allergies, medication, ongoing treatment, dietary requirements etc.</p>
--

<p>2. Preference Details</p> <p>If you are applying under special circumstances as outlined in above (medical or social needs, looked after children or previously looked after, siblings or FEET funded), please provide details below:</p>

3. Parents/Guardians/Carer's Details

Name and address	Name and address
Telephone Numbers Landline Mobile	Telephone Numbers Landline Mobile
Relationship to the child Mother, Father, Step Parent, Foster Parent, Social Worker. Other:	Relationship to the child Mother, Father, Step Parent, Foster Parent, Social Worker. Other:
Email Address	Email Address
Who does your child usually live with?	
Does anyone else have legal access?	
Information Needed for children claiming 30hours free childcare:	
Parent/carer national insurance number:	30 hours eligibility code 12 digits
Is there any additional information you would like to share?	

I wish to apply for a place at Fox Cubs Nursery at Shere Infant School and I have indicated the criterion under which I am applying for that place. I certify that I am the person with parental responsibility for the child named in section 1 and that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may lead to the withdrawal of an offer of a nursery place for my child. I understand that the school reserves the right to amend its provision of nursery.

Signature of parent	Date
---------------------	------

Fox Cubs Forest Nursery

At Shere CE Infant School

Roots to grow - Wings to fly

Preferred Session Request Form

Two year olds must attend at least two sessions on different days.

Once a child is eligible for the universal entitlement (in the term after their third birthday), we would expect them to attend for at least 15 hours, in consultation with parents.

Breakfast Club accepts children from the term after their third birthday.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8.00 – 9.00am					
Morning Session 9.00 – 12.00					
Afternoon Session 12.00 – 3.00					

Fox Cubs Forest Nursery cannot guarantee that all preferences will be met, or that children will have access to the full 30hours of free nursery education, as this will be dependent upon the number of children on roll. We will do our best to accommodate all preferences.

Breakfast Club is not included in the 30hours of free entitlement and is charged as an additional hour at £6.00 per session for a nursery aged child (3 and 4 year olds only).

Fox Cubs Forest Nursery

At Shere CE Infant School

Roots to grow - Wings to fly

Contact Information

Please give details of all persons who have legal responsibility for your child and anyone else who could be contacted should an emergency arise when you are unavailable. You may use the contact priority to indicate the preferred order in which contacts should be attempted in an emergency.

Relations should be shown as parent, aunt etc.

Contact Name		Contact Name	
Relation		Relation	
Mobile		Mobile	
Landline		Landline	
Email		Email	
Priority		Priority	

Contact Name		Contact Name	
Relation		Relation	
Mobile		Mobile	
Landline		Landline	
Email		Email	
Priority		Priority	