THORPE LEA PRIMARY AND NURSERY SCHOOL

"A dedicated community working together, nurturing a safe happy school where all children can achieve their potential"

Nursery Admissions Policy

Date viewed by Governing Body: Spring 2025

Date for Review: Spring 2026

Adam Collin

Headteacher

Caroline Wright

Chair of Governors

THORPE LEA PRIMARY SCHOOL AND NURSERY

NURSERY ADMISSIONS POLICY

At Thorpe Lea Primary School and Nursery we aim to work with Parents/Carers to meet the needs of each child so that all the children will have a happy start to their school life.

It is our aim to make Thorpe Lea Primary School and Nursery accessible to children from all sections of our local community. In order to do this we will:

- Ensure Thorpe Lea Primary School and Nursery, the surrounding area is aware of our Nursery provision through clear advertising and notices
- Ensure that families from all sections of our diverse community feel welcomed. This includes ensuring all information about the Nursery is presented in a clearly understood manner
- Endeavour to ensure that no discrimination occurs during the admissions process
- Ensure that our Equalities Policy is available on our website

Children who are <u>three</u> will:

- Be able to attend the Nursery Class (3 – 4 age group) from the September term after they turn three
- Attend for 15 hours free childcare a week OR the possibility of 30 hours if eligible and spaces are available. Application for 30 hours must be made the term before starting at https://www.childcarechoices.gov.uk/

Please note that we usually only have one in-take per academic year which is September. The criteria below, is based on children who are eligible to start Nursery, at the time of intake. There may be times however when we are able to admit during the school year depending on places available. When there are more applications than places available, the following criteria will apply in establishing priority:

1. Exceptional arrangements including: Looked after Children, previously Looked after Children

2. Exceptional social / medical needs

3. Children of permanent members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who will have a sibling at the school at the time of the child's admission.

5. Any other children.

6. Distance from school.

Please note that whilst we do support the extended entitlement (30 hours funded criteria), we only have so many allocated spaces per year for children who are entitled to this. Only once a child is allocated a space at Thorpe Lea Nursery (following the above criteria), will 30 hours places be assigned. This will be based on parental eligibility, receiving the 30 hours code and priority will be given for those who had requested 30 hour spaces initially and the longest via the date on their application form.

Where any category is oversubscribed, applicants will be placed on our waiting list and priority will be given dependent on above.

Once a place has been allocated the following will apply: -

Procedures for admission

- In all cases admission will be subject to an application being made and places being available.

- Thorpe Lea Primary School and Nursery will endeavour to inform Parents/Carers of the outcome of their application by telephone followed by an email, at least a term before admission. We 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 during the telephone conversation/email. Parents must confirm this by an email or in writing.

- The final decision with regard to admission and the allocation of session times rests with the Senior Leadership Team of the school.

- Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

- When your child started at Thorpe Lea Primary School and Nursery you completed a parent declaration form on which you agreed that your child would attend their early education for 15/30 hours per week. If your child continues to miss their funded hours we may have to make a decision that your child is no longer able to attend and withdraw their childcare place.

Please Note: Thorpe Lea Primary School and Nursery reserve the right to change the contents of this Policy without prior notice.

Transfers to Reception Class

A nursery space will not guarantee a place in our Reception Class at Thorpe Lea School and Nursery. Places are allocated according to the criteria set out by Surrey County Council Admission Policy and parents will have to apply for this separately through Surrey School Admissions.