



Squirrels Nursery  
at  
Pyrford Church of England Primary  
Academy Trust

ADMISSION POLICY  
FOR ADMISSION TO THE NURSERY  
1<sup>ST</sup> SEPTEMBER 2020 – 31<sup>ST</sup> AUGUST 2021

Review Date: Autumn 2021



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

Squirrels Nursery will offer the following sessions for **2 year olds**:

- Option 1 for **2 year olds only** Monday pm & Tuesday pm = 6 hours
- Option 2: **2 year olds only** Monday am Tuesday am & Wednesday am = 9 hours
- Option 3: **2 year olds** Wednesday afternoon, All day Thursday & All day Friday = 15 hours

Squirrels Nursery will offer the following sessions for **3 year olds**:

- Option 1 for **3 year olds**: All day Monday, All day Tuesday & Wednesday morning
- Option 2 for **3 year olds**: Wednesday afternoon, All day Thursday & All day Friday = 15 hours
- Option 3 for **3 year olds**: All day Monday – Friday = 30 hours
- Term time only (closed on school Inset days)
- Wrap around care is available for 3 year olds +

The admission of Nursery children is delegated to the Governing Body of Pyrford C of E Primary School. Parents wishing to apply for a place for entry in September 2020 must complete the application form and submit it directly to the nursery by 20.03.2020.

Child Start Date	Application Deadline	Offer of Place
September 2020	20.03.2020	24.04.2020

The Nursery will endeavour to inform parents of the outcome of their application by letter, approximately one term before admission. If a parent is offered a place they must confirm acceptance directly with the nursery by the date stipulated in their offer letter or the nursery reserve the right to withdraw the offer.

We accept applications for children from the age of 2, however priority will be given to children starting school in the next academic year and therefore in their last year of pre-school. Should there be more applications than spaces available we will consider other relevant circumstances. (see guidance notes).

If there are more applications than places available, places will be offered in accordance with the criteria listed below and in the following order of priority:-

1. ‘Looked after children’ and ‘previously looked after children’ (see guidance notes)



2. Children with a substantive documented medical or social need which makes it essential that the child attends Squirrel's nursery rather than any other. (see guidance notes)
3. Children of staff employed by the Directors of Pyrford Church of England Primary School
4. Children whose home address is **within** the Ecclesiastical Parish of Wisley with Pyrford and who have a sibling who attends Pyrford Church of England Primary School. (see guidance notes)
5. Children whose home address is **within** the Ecclesiastical Parish of Wisley with Pyrford. (see guidance notes)
6. Children whose home address is **outside** the Ecclesiastical Parish of Wisley with Pyrford, but who have a sibling on roll at Pyrford Church of England Primary School at the time of their admission.
7. Other children whose parents wish them to attend Squirrels Nursery.

If it is not possible to offer places to all applicants who meet a particular criterion (1-7 above), places will be offered to children meeting the criterion whose home address is nearest the school. The distance is measured in a straight line from the address point of the child's home, as set by the Ordnance Survey, to the nearest official school gate for pupils use. This is calculated using the Surrey Admission and Transports Team's Geographical Information System.

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

Children who are not in their pre-school year who already have a place at the nursery automatically receive a place for their pre-school year. They are provided with an opportunity to change their session or increase their hours before the application closing date.

Admission to the school's nursery **does not** guarantee admission to the Reception class of Pyrford C of E Primary School. Application for a Reception place at the school must be made through Surrey's Co-ordinated Admissions Scheme by the published deadline in order to be considered.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the governors reserve the right to withdraw the place.

The nursery operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered and places are offered in accordance with the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list until the parent requests they are removed or fails to respond to a letter asking if they wish to remain on the list.

## Guidance Notes



- ‘Looked after’ children are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to the Nursery; ‘previously looked after children’ are any children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A letter from the Children’s Services Department confirming the child’s status must be submitted at the time of application.
- Applications made on medical or other grounds: If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers makes attendance at this Nursery essential, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not normally be deemed as sufficient medical evidence. The governors reserve the right to consult with their own or Local Authority medical advisors.
- If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this Nursery essential, these must be stated on the application form. Substantive evidence will need to be provided at the time of application, such as a report from a support service.
- Occasionally there will be a very small number of children for whom exceptional social need will apply which will warrant a placement at a particular nursery. The exceptional social circumstances might relate to either 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 for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend. (Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case)
- A child’s home address is considered to be the child’s permanent address where he/she lives with at least one parent and where he/she spends the majority of the school week (Monday to Friday including nights)
- The Ecclesiastical Parish in which a child’s home address lies can be found by entering the postcode of that address on the Parish Finder section of the Church of England website A Church Near You. <http://www.achurchnearyou.com/parishfinder.php>. A map showing an outline of the parishes is at the end of this policy although the boundary no longer extends over the A3 near Wisley. Please note that the parishes of Wisley and Pырford are shown separately.
- Some 2 year olds are eligible for FEET funding. Our acceptance of 2 year old children in the nursery will be decided depending on the need for FEET places within the catchment area of Pырford Church of England Primary School. In the instance that there are no applications for 2 year old FEET funded places from applicants meeting criteria 1-6 we reserve the right to offer the remaining spaces to children who are due to start school in the next academic year.



- All 3 and 4 year old children are eligible for 15 hours of FEE (Free Early Education) the term after they turn 3. Some 3 and 4 year old children are eligible for an additional 15 hours (+15).
- To check funding eligibility please visit [www.gov.uk](http://www.gov.uk) and use the childcare costs calculator

For further information regarding admissions to Squirrels Nursery at Pyrford C of E Primary School please contact:

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