



## Admissions

Valid from: October 2018

Next review due: October 2019

### **Admissions Policy 2018-19**

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools and classes.

The Wharf is a local authority Nursery School for children aged 2 to 5 years maintained and funded mainly by Surrey County Council. Children would normally leave to start school in the September following their fourth birthday. It is possible to delay a child's start into Reception and continue their education in the nursery if it is agreed by parents and staff that this would be in the best interests of the child- and there are spaces available.

The local authority has delegated children's admission to the Governing Body. Admissions and session allocation are decided by the Headteacher (HT) in the first instance (supported by the Office staff). Where places are oversubscribed, a final decision rests with a panel of governors on behalf of the governing body.

#### **Group for children aged 2-3 (Little Stars)**

There are eight spaces for children in this group, at any one time.

Children may be admitted in the term after their second birthday if there are places available. Priority will usually be given to FEET funded children. Remaining places can be self-funded until the term after a child's third birthday. Children must attend for a minimum of two sessions up to the maximum allocation of 15 hours. Parents/ carers should meet with the HT or Lead Practitioner, to discuss individual needs. Children with complex special educational needs will be considered on an individual basis in the same way as three and four year olds.

Transition into the three to four year old group:

Children are integrated into some of the sessions as part of normal play and are supported to join group-time sessions in the summer term. They will then be offered July and September play sessions, a home visit, as well as a gradual induction into the main nursery. This process is adapted to meet the individual needs of each child.

Oversubscription criteria will be followed in the same way as the main nursery, if applications exceed the number of places.

#### **Group for children aged 3-4 (Rockets)**

The maximum number of children in a session would not normally exceed 48.

Most children attend for 15 hours a week for two 6 hour days and one 3 hour day at the beginning or end of the week. If possible the Nursery will try to follow the parent's preference for one end of the week, but the oversubscription criteria will be used once all places have been allocated.

- There are a limited number of 30 (15+15) hour places. These are for families who meet the criteria set by the Government (see the online information provided by Surrey County Council or Gov.uk) or who wish to pay for the additional hours (please note that parents will need to re-confirm their eligibility every 3 months for the funded +15 hours). Parents who meet the criteria for 15+15 hours may choose to accept 15 hours.

- A number of full-time places are allocated in accordance with the criteria of need (see page three) and are offered at the discretion of the HT.
- Children are normally eligible for admission to the main nursery from the term after their third birthday, when they are eligible to their free entitlement. Admission will be subject to an application being made; places being available and if appropriate, an agreement that the setting can cater for a child's needs (see 'priority need').
- Children who meet the criteria for FEET funding or who are self-funded may be admitted in the term in which they are three if there are spaces (see criteria for 'children without priority need'). All rising threes must attend for a minimum of two sessions.

### **The Application Process**

Names are accepted onto the waiting list at any time, but most children start in September and these places are usually allocated at the end of the Spring term. If there are spaces, children may start as soon as they are eligible.

Parents/carers are asked to make an appointment to visit the nursery and complete an application form. Families are asked to contact the nursery again before their child is two to share any additional information and confirm that they would still like a place.

When the demand for places exceeds the number available, the priority for admission is given according to the oversubscription criteria set out below.

Discussions with professionals involved and representatives from Surrey may form part of this process where there are family or individual needs.

### **Named Place Allocation**

Surrey County Council funds 5 named places for children who have varying and complex needs. For example: Speech, language and communication needs; Autistic Spectrum Disorder; global delay or physical and sensory needs. These are 'assessment places' in which the needs have been identified by a professional. The Nursery works closely with parents/carers and other professionals before deciding if an individual child's needs can be met and a place offered. A meeting takes place in the summer term, between LA representatives; the Educational Psychologist (EP), the SENCo (Special Educational Needs Co-ordinator) and the HT to confirm funding arrangements. This will mean that for some children a TAF (Team Around the Family) meeting is not required.

For all applications there should be evidence of professional involvement. This may be from Portage, the Paediatrician, Speech and Language therapist, Health visitor and/or a nursery professional. A professional's referral sheet should be completed.

### **Criteria for oversubscription to the five named places**

These places are allocated to children with a learning need for a place, where it can be demonstrated that no other nursery can meet the child's learning needs. Resources available to cater for their needs and the number of children already needing to access additional support will be considered. This includes children with complex medical needs

Where any category is oversubscribed, applicants will be ranked according to the straight line distance that they live from the nursery, with priority being given to children who live closest to the nursery. A child who meets the criteria for a named place may be eligible for discretionary funding or an inclusion grant. They may be offered a place on these terms.

### **Full- time places**

Surrey currently funds 15 x 30 hour places (plus the 5 named places) at The Wharf. Places are allocated according to need, In line with the other Surrey Maintained Nurseries. A panel (which

includes the HT, SENCo and Lead teacher), will make this decision, based on the following points based system

1. Where a child fulfills the criteria for a named place and it is agreed by professionals involved that additional hours would support the child to make at least expected progress (3)
2. Where a child falls into one of the 'vulnerable categories' such as:
  - a/ Early Years Pupil Premium (EYPP)
  - b/ English as an Additional Language (EAL)
  - c/ Looked After Child (LAC)-and is not making expected progress. (3)
3. Where professionals involved all agree there is a social need, and a full-time place would support the well-being of the child, enabling them to make better than expected progress. (3)
4. Where there is an identified medical need and the professionals involved agree that a full-time place will support the child to make better than expected progress in one or more areas.(3)
5. Children whose behaviour/development/health gives serious cause for concern – there may be a referral from an appropriate agency.(3)

#### **Additional factors**

6. Children referred by the health team whose parents are isolated first timer or teenage parents (1)
7. Families who have three or more children under four (1)
8. Children from families experiencing domestic violence, drug alcohol abuse etc. (2)
9. Children from families living in poor housing or temporary accommodation- referral from any appropriate agency (1)
10. Children whose parent/carer needs support as a result of their physical or learning disability, mental health problem or illness (2)

#### **Oversubscription-**

If a family requests a full-time place for a child who meets the criteria, but all the places have been allocated, a 15 hour place may be offered in the first instance. A review would then take place if a space later becomes available. A parent may wish to pay for additional hours, which is permissible.

#### **Oversubscription criteria for 15 hour and plus 15 hour places (30 hours)**

##### **Children with a priority need:**

1. Looked after and previously looked after children
2. Children with a social/medical need for a place. There should be documentary evidence to support this claim and children do not have to fit the 'named child' criteria. This may be as a result of Early Years Pupil Premium, Looked After Child, English as an Additional Language.
3. Children who have a sibling expected to be attending the nursery on the date of admission.

**Other factors which will be considered for children without priority need:**

**3-4s:** 1. Children who will be 4 years old during the year, as they are likely to have only one year at Nursery.

2. Younger siblings of children who have attended in the last three years

**2-3s:** 1. Children who will be 3 in that academic year.

2. Younger siblings of children who have attended in the last three years

**Tie breaker**

Where two or more children share priority for a place, when using distance as a tie breaker (e.g. where two children live equidistant from the nursery) and only one place remains, the governors will draw lots to determine which child should be offered the place.

**Waiting lists**

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

**Definition of terms**

**Looked after and previously looked after children**

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 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 school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

**Social/Medical Need**

Supporting evidence is required from a professional such as a doctor, consultant or other medical professional for medical cases or a social worker, health visitor, member of Children's Centre staff or a family support worker for other social circumstances.

This evidence must confirm the circumstances of the case and must set out why the nursery is the most appropriate school for the child.

Providing evidence does not guarantee that a child will be offered a place and in each case a decision will be made based on whether the evidence demonstrates that a priority placement should be made and whether the child's needs can be met.

**Siblings**

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.

## Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

Agreed and Signed off by	FGB
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