

The Wharf Nursery School

Admissions

Admissions Policy

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 primarily 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 nursery for a year, if parents and staff agree this is in the child's best interests.

The local authority has delegated children's admission to the Governing Body. The Headteacher (HT) decides admissions and session allocation, supported by the Office team. However, 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)

A maximum of eight or twelve children can attend, in each session.

Children may be admitted in the term after their second birthday, if places are available. Priority will usually be given to FEET funded children and remaining places will be self-funded. Children must attend for a minimum of two sessions up to the maximum allocation of 15 hours (as available). 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, who are being considered for a named place..

Transition into the three to four year old group:

Children will not automatically transfer to 15 hours when they are eligible, as this will depend on spaces available and individual need. However, integration into some of the main nursery sessions takes place as part of normal play and they are supported as they join group-time and lunch sessions in the summer term. Children 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.

Many children attend for 15 hours a week (two six-hour days and one three-hour day at the beginning or end of the week). If possible, the Nursery will try to accommodate the parent's preference, but the oversubscription criteria will be followed, once all places have been allocated.

30 (15+15) hour places are available for families who meet the criteria set by the Government (see online information provided by Surrey County Council or Gov.uk) or who wish to pay for the additional hours. Parents will need to re-confirm their eligibility every 3 months for the funded +15 hours and those who meet the criteria for 15+15 hours may choose to accept 15 hours.

Children are normally eligible for a place in the main nursery, the term after their third birthday. Admission will be subject to an application being received; 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 can 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 'expression of interest' list at any time, but most children start in September and these places are usually allocated by the end of the Spring term. If there are spaces, children may start as soon as they are eligible.

Parents/carers are encouraged 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

We currently have an agreement with Surrey County Council to offer named places (8 x 15 hour equivalent) for children who have varying and complex needs: For example, speech, language and communication needs; Autistic Spectrum Disorder; Global Developmental Delay or physical/ sensory needs. These places are funded via Early Intervention Funding (EIF). The Wharf works closely with parents/carers and other professionals before deciding if an individual child's needs can be met and a place offered. EIF applications are made to the LA before the end of the summer term to confirm funding arrangements for the following September.

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 these needs. Resources available and the number of children already accessing additional support will be considered.

Where any category is oversubscribed, applicants will be ranked according to date when the nursery received the application form and HT has the final say.

Oversubscription criteria for 15 hour / 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, subject to a Child Protection plan or have 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. Children who were FEET funded as 2 year olds

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

2-3s: 1. Children who will be three 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 (and are at the same point on the 'expression of interest list') governors will draw lots to determine which child should be offered the place.

Expression of interest

Where there are more applicants than places available, lists will be kept for each year according to the oversubscription criteria. Parents should complete an application form before places are allocated at the end of February, ready for the September start (the deadline may be changed for children who are not eligible for a place at that time).

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 Part 5 of the Children Act 2004 e.g. fostered or living in a children's home, at the time an application for a school is made.
- Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (or special guardianship order

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 Family 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 is 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 stepbrother or stepsister 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.

Agreed and Signed off by	FGB
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