



## St Mary's C of E Primary School Admission to Nursery Policy – Autumn 2017-2018

St Mary's C of E School Nursery is a State Maintained Nursery and offers 15 hours FREE Early Education (FEE) for 3 and 4 year olds, 5 places (30 hours) using FEE+15 hours where the FEE basic is at St Mary's School and we also offer parentally funded top up sessions on the 15 hours FEE.

### Registering your child

You can register your child for Nursery from the first day of term after they turn 2 years old. Admission into our Nursery is through the school. To register you must contact the school office for a registration form. There is a Registration fee of £25. Children will be accepted into Nursery the term after their 3<sup>rd</sup> birthday. (Admission into St Mary's C of E School 4-11 year olds is through Surrey County Council. Please see Admission to St Mary's C of E School Policy).

### Offers of places

Offers of places will be made within two terms from the due start date. You need to accept the place within two weeks of a firm offer being sent. If the place is not accepted within the two weeks the offer will be withdrawn, the Registration fee will not be returned and we will assume that you no longer require the place. In the event of more applications than places available, over subscription criteria are applied and places are offered to children ranked highest using these criteria as below. The Head's decision is final and there is no appeal system for the admission of the pre-statutory age child. In the event of over subscription and you not being offered a firm place at the time the offers are sent out, you can choose for your child to be placed on a waiting list or to have your Registration fee returned.

### Admissions Criteria for St Mary's C of E Primary School Nursery

- 1. Looked After Children and Previously Looked After Children**  
Children who are registered as being in the care of a Local Authority for example, fostered or living in a children's home.
- 2. Exceptional Social / Medical Needs**  
Occasionally there will be a very small number of children for whom exceptional arrangements will apply. Evidence from a Consultant / Doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required.
- 3. Brothers and Sisters**  
A sibling is a child who on entry will have a brother or sister attending St Mary's C of E Primary School at the time of admission. The definition of 'sibling' on this case is a brother or sister (that is, another child of the same parent(s), whether living at the same address or not), this includes half / step brothers / sisters living at the same address, or foster children also living at the same address.
- 4. Distance to school – Children for whom St Mary's school is the nearest to their home.**  
Currently the nearest school is defined as the school closest to their home address with a published admission number for pupils of the appropriate age range, as measured by a straight line.

**Other considerations – We strongly advise that your child is toilet trained prior to starting St Mary's C of E Primary School Nursery.**

Admission will be, in the first instance, for the statutory legalised 15 hours **FREE** education for 3 and 4 year olds and the five spaces for 30 hours using the FEE+ hours where the FEE basic must be at St Mary's School. The two session choices are Monday (am & pm), Tuesday (am & pm) and Wednesday (am ONLY) or Wednesday (pm ONLY), Thursday (am & pm) and Friday (am & pm). There is an option to attend both sessions by utilising the statutory free 15 hours and parentally funded top up of 15 hours if places are available. The daily times are 8.45-11.45am and 12.15-3.15pm. We offer a Lunch Club each day at a cost of £2.

Policy written by: Helen Austin (Headteacher)  
Next review due: Autumn 2018