



Nursery Admissions Policy 2025/2026

Date Reviewed: 07/2024

Reviewed By: LGB

Next Review Due: 07/2025

Review Cycle: Annual

A child will be eligible for admission to the nursery from the term after they turn 3 years old. Admission will be subject to an application being made and places available.

There is one Nursery intake in September. Children will only be admitted at other points in the year, if spaces become available.

All 3 and 4 year old children are eligible for a funded 15 hour Nursery place.

Some children may be eligible for a funded 30 hour Nursery place. Please follow the link to check your eligibility:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If you're not eligible for 30 hours funded childcare, you may top up **to the full 30 hours**, at an additional charge. Top up sessions are not available ad-hoc and they need to be a regular commitment, which is paid in advance.

We have **40 spaces** in total, available as follows:

- 20 x 30 hour places, Monday to Friday, 8.50am to 2.50pm
- 10 x 15 hour places, Monday and Tuesday, 8.50am to 2.50pm and Wednesday 8.50am-11.50am
- 10 x 15 hour places, Wednesday 12pm-3pm, Thursday and Friday 8.50am -2.50pm

Nursery Start Date	Application Deadline	Notification
September 2025	14 th March 2025	24 th April 2025

The admission of Nursery children is delegated to the Local Governing Body of Stoughton Infant School and Northmead Junior School.

The Nursery will endeavour to inform parents of the outcome of their application by the notification date. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

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 use the school's admission criteria. In summary, the admission criteria are:

1. Looked after and previously looked after children.
2. Exceptional social/medical need.
3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority, at the time of the child's admission.
4. Staff Children
5. Any other children, prioritised according to the distance they live from the school.

The above criteria is applied **per attendance pattern**:

20 spaces will be allocated to those applying for a **30 hour place**. Where there are more children than 30 hour places available, a waiting list will operate.

10 spaces will be allocated to those applying for a **15 hour Monday – Wednesday** place. Where there are more children than 15 hour Monday – Wednesday places available, a waiting list will operate.

10 spaces will be allocated to those applying for a **15 hour Wednesday - Friday** place. Where there are more children than 15 hour Wednesday - Friday places available, a waiting list will operate.

If in the unlikely circumstance that the nursery isn't full after applying criterion 1-5 to each attendance pattern, we will combine all waiting lists and offer any remaining spaces to the waiting list according to criterion 1-5.

If in the unlikely circumstance that the nursery still isn't full after applying criterion 1-5 to each attendance pattern, we will offer places to children after their 3rd birthday in date of birth order. Parents will be charged a fee from their child's first day in nursery until they're eligible and in receipt of funding from the government (the term **after** the child turns 3). We do not accept FEET funding. However, we will accept tax-free childcare, or a range of childcare vouchers for this period of time.

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

Admission to the school's nursery **does not** guarantee admission to the Reception class of Stoughton Infant School. Application for a Reception place at the school must be made through Surrey's 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.

Guidance Notes

1. Looked after and previously looked after children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made. This includes children who have been adopted from state care outside of England.
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

2. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this particular school. The exceptional social or medical circumstances might relate to either the child or the parent/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 this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

3. 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 as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at Stoughton Infant School or Northmead Junior School and that sibling is still expected to be on roll at either school at the time of the child's admission. This will apply both at the initial allocation of places and also when prioritising the waiting list. At the initial allocation, when an applicant is applying for a Nursery place and the child has a sibling currently attending Year 2 but who will have left by the time the younger child starts, the younger child will be considered under the sibling criterion as part of the initial allocation (providing an application has been made for Year 3 at Northmead Junior School). This is because, due to the feeder link with Northmead Junior School, they will be expected to still have a sibling on roll at the time of admission.

4. Staff Children

Priority is given to the children of staff who have been employed at the school for two or more years. The date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications.

Staff children is any member of staff that is employed for Stoughton Infant School.

5. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, if one of the children is offered a place, the other multiple birth siblings will be offered a place as well.

7. Waiting Lists

Where there are more children than places available, or an application is received after the application closing date, a waiting list will operate.

From the 14th March 2025 until 31st August 2025, places will be allocated as priority to those who applied by 14th March 2025, and as per the admission criterion 1-5.

After 31st August 2025, places will be allocated as per the admission criterion 1-5 to those on the waiting list but without regard to the date the application was received.

Waiting lists for Nursery will be maintained until the last day of the summer term 2026 when they will be cancelled.