



St Mark and All Saints Church of England Primary School

An Academy in The Good Shepherd Trust

Nursery Admission Policy 2023-2024 for Three and Four Year Old Children

At St Mark and All Saints Church of England Primary School, our aim is to provide a happy, friendly, safe, caring and stimulating environment for the children through our Christian beliefs and values, which are underpinned by our ethos of care. This is to be achieved through the mutual trust and support of staff, parents, local governing committee members and the wider community.

The Good Shepherd Trust is the Admission Authority for the school (including the nursery class) and children are admitted only in accordance with this policy and the order of priorities given below.

There are 26 places allocated for each session.

Please note that there is no right of appeal if a place is not offered therefore parents are encouraged to very carefully read the over-subscription criteria below.

Over-Subscription Criteria

1. **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (note 1)**
2. **Children with Exceptional Medical or Social Circumstances (note 2)**
3. **Children with siblings (see definitions) on roll at the school at the time of application**
4. **Children of families living in the parish of Godalming (note 3)**
5. **Any other children whose parents wish them to attend St Mark and All Saints CofE Primary School (Nursery)**

Notes

1. **Looked After and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.
2. **Exceptional Medical or Social circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attend St Mark and All Saints Church of

England Primary School rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case.

N.B. All settings are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. **Parish Maps** can be viewed in greater detail [here](#) or in the school office.

When over-subscribed, the local committee considers all applications in accordance with the above criteria, set out in priority order. Children with an Education, Health and Care Plan (EHCP) will be admitted to the Nursery within the number of available session places. An EHCP is not an over-subscription criterion.

Eligibility

All children will be eligible for admission into the Nursery class, in the term after they turn three years old, although admission will be subject to an application being made and a place being available. A child may be admitted into the Nursery the term of their third birthday, either as a fee paying or as a FEET funded place.

Nursery Entitlement

The Nursery operates during term time only, offering sessions to three and four year olds totalling 15 or 30 hours per week, depending on the eligibility of the child. A universal entitlement of free 15 hours a week in an early years setting is available for each child from the start of the term following their third birthday. During the term of their third birthday, parents can choose to send their children to nursery using FEET funding if eligible or by paying privately. A child may be entitled to 30 hours per week but please see the Childcare Choices website to check eligibility - www.childcarechoices.gov.uk Parents will need to reconfirm their eligibility for the additional 15 hours every three months. If parents no longer meet the criteria, they will not be able to claim the additional 15 hours free provision. However, they will be given the option to pay for the additional sessions.

Children entitled to 15 hours will be offered their universal entitlement over 5 mornings, 5 afternoons or 2.5 days at either the beginning or end of the week. For a child entitled to an additional 15 hours per week, the school will identify which session is the child's universal and which session is the extended entitlement. Places for the additional 15 hours per week are limited and will be allocated in accordance with the admissions oversubscription criteria. Parents can access their additional 15 hours of entitlement with other providers if they are unsuccessful in gaining a place at St Mark and All Saints Church of England Primary and Nursery for this entitlement.

Parents can also pay for additional hours so that their child can attend full time, Monday to Friday 8:45am – 3:00pm. However, such requests will only be considered once all applications for free early years entitlement have been processed.

Session Times

The Nursery has capacity for 26 children in a session. There are several attendance options available for the 15 hour universal entitlement. These are:

- Mornings Monday to Friday 8.45am - 11.45am
- Afternoons Monday to Friday 12.00noon - 3.00pm
- 2.5 days All day Monday and Tuesday (8.45am - 3.00pm) and Wednesday morning (8.45am - 11.45am)
- 2.5 days Wednesday afternoon (12.30pm - 3.00pm) and all day Thursday and Friday (8.45am - 3.00pm)

Full time (30 hours) attendance is Monday to Friday 8:45am – 3:00pm

Application

Parents must complete an application form and provide a copy of your child's birth certificate at the time of application. Please send your application into the school office when your child reaches two years of age, or as soon as possible after that. Please note, you will need your Unique Reference Number (URN) for Early Years Education. The school will consider applications strictly in accordance with the admissions criteria and will let parents know by letter of their decision, where possible at least half a term before admission. Usually this will be by the end of October, February and May. If a place is offered but no response is received within two weeks, the place will be offered to the next child on the Waiting List. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Please note that attendance at our nursery school does not guarantee admission to the primary school. If your child is currently attending the nursery, you must officially apply for a school place via the LA, in accordance with the St Mark and All Saints Church of England Primary School Admission Policy.

Definitions

Sibling –brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address.

Parent – a natural, adoptive, step or foster parent or other legal guardian

Home Address – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie-Breaker- if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. This is measured using Surrey's Geographical Information System (GIS) in a straight-line distance from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school or multiple addresses with the same address point, priority will be decided by lottery.

Multiple Births - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List - if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child's name was added to it. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

All Applicants to Note – *the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*