

# **Epsom Primary & Nursery School**

## **NURSERY ADMISSION POLICY 2019/2020**

<b>Date of issue:</b>	<b>Autumn 2018</b>	<b>Owner:</b>	<b>Head teacher</b>
<b>Date of review:</b>	<b>Autumn 2019</b>	<b>Governor Committee:</b>	<b>Resources</b>
<b>Signed.....</b>		<b>Date.....</b>	

All three and four year olds living in England are entitled to 570 hours of free early education and childcare a year. We offer this over 15 hours a week, term time only. This is known as the universal entitlement. A child will be eligible for admission to a nursery class in a Community or Voluntary Controlled school or nursery in the term after they turn 3 years old, although admission will be subject to an application being made and places being available.

At Epsom Primary and Nursery School we currently offer four different models and also a full time option subject to availability, fees apply for the full time option for the hours over the 15 free early education entitlement. The models we offer are:-

- 5 mornings a week – 8.45am -11.45am
- 5 afternoons a week – 12.15-3.15pm
- 2 ½ days at the start of the week Mon & Tues 9am-3pm and Wed 8.45-11.45am
- 2 ½ days at the end of the week Wed 12.15-3.15pm and Thur & Fri 9am-3pm.

This offers more flexibility for working parents and for parents wishing to train to return to work.

From September 2017 the government are increasing the hours from 15 to 30 a week for children of working families who meet their eligibility criteria. This means that eligible children will be able to receive up to 1140 hours of free childcare a year (equivalent to 30 hours a week term time only). In Surrey this will usually be referred to as the extended entitlement or 30 hours.

The current proposal is that extended entitlement will be made available to families where:

- both parents are working (or the sole parent is working in a lone parent family), each parent earns on average a weekly minimum equivalent to 16 hours at National Minimum wage (£107 a week or £5,574 per year) or 16 hours at National Living wage (£115 a week or £5,990 per year) and neither parent has an income of more than £100,000 per year

It is also proposed that the additional hours should be made available to families in the following circumstances:

- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring

one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

The Local Authority has delegated the admissions of nursery children to the Governing Body of Community and Voluntary Controlled schools. Parents wishing to apply for a place must complete the application form and submit it directly to the school that they wish to apply for when their child is two years old or in accordance with the dates set by the school, if different.

Children who currently attend Epsom Primary First Steps (2 year old provision) will be offered a place in the Nursery, subject to available places. Parents of children in First Steps must complete the application for Nursery and specify the attendance pattern preferences by 31 January in the year their child is due to start the Nursery.

When Epsom Primary and Nursery School is over-subscribed for any nursery year group, applications for entry in **2019/2020** will be ranked according to the following criteria:

- 1) Looked after and previously looked after children
- 2) Where there is a social or medical need for a place at that school
- 3) Where a child is expected to have a sibling attending the nursery or the main school at the time of admission
- 4) Children who will turn 4 years old between 1 September **2015** to 31 August **2016** (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- 5) Children who will be 3 years old between 1 September **2016** to 31 August **2017** (these children will be able to stay on in nursery for another year in **2020/21** as they will not be due to start Reception until September **2021**)

Where any category is oversubscribed, applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Epsom Primary and Nursery School will endeavour to inform parents of the outcome of their application by letter, at least one term before admission. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of any of the sessions rests with Epsom Primary and Nursery School's Governing Body.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.

### **How can I apply for a place?**

Generally you should register your child for a nursery place well before their third birthday. We take applications from when children are born. All applications for the **2019/2020** intake should be received by the school by the end of January 2019. You will need to complete an admission form available on the school website [www.epsomprimaryschool.co.uk](http://www.epsomprimaryschool.co.uk) or from the school office.