



Nursery Admission Policy 2023-2024

Bramley Church of England (VA) Infant and Nursery School

Policy effective from March 2021

Approved by Resources Committee

Last reviewed on June 2023

Next review due by June 2024

Version history

Version	Description of change	Author	Approved
1.1	Removal of reference to Holy Trinity on supplementary page, refer instead to a church of England church.	Shona Taylor	Full governing body
1.0	Formatting, updates to Appendix A and B	Shona Taylor	Full governing Body

Bramley Church of England Aided Infant and Nursery School is a maintained Infant and Nursery School for children aged 2 to 7 years. It is maintained and funded mainly by Surrey County Council and is a Guildford Diocesan Voluntary Aided Church School.

Bramley CofE (VA) Infant and Nursery School is a fully inclusive School that warmly welcomes families from all faiths or no faiths, communities, cultures and backgrounds. Children are admitted only in accordance with this policy and where places are available, in accordance with the below order of priorities. The local authority has delegated children's admission to the Governing Body. Admissions and session allocation are decided by the Head Teacher. A final decision where places are oversubscribed rests with a panel of governors on behalf of the governing body in line with the over subscription criteria below.

Two Year Old Free Entitlement (FEET Funding)- Some two year olds are eligible for up to 15 hours per week of free education. These are offered Mon-Fri 8.30am-11.30am. To see if your child is eligible or find out more information please follow this link- www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-2-year-olds-feet. If eligible, you will be given a unique reference number (URN).

Families not eligible for free entitlement are welcome to self-fund sessions.

Procedures for Bramley CofE (VA) Infant and Nursery School –

Bramley CofE (VA) Nursery sessions operate during term time only. We normally accommodate a maximum of 8 places in the two year old group during any one session. However, the Headteacher reserves the right to allocate further places throughout the year or in exceptional circumstances.

Children can access a place from the day of their 2nd birthday until the end of term after they turn 3, they must attend a **minimum** of 2 sessions over 2 days per week.

Session Times for two year olds - Mornings: 8.30am - 11.30am

8.30am - 12.30pm

Afternoons: 12.30pm - 3pm

All day: 8.30am - 3pm

A hot lunch can be purchased or you can provide a packed lunch for your child. (No nuts, sweets or fizzy drinks)

Ad-hoc sessions may be available - please contact the school office to enquire, however it is not possible to swap pre-booked sessions.

Fees

An invoice will be sent during each half term for that half term and payment must be made within 14 days of the invoice.

We also accept payment by Childcare Vouchers – please ask us for details.

You will still be charged if your child does not attend any sessions including illness and holidays.

Charge for late collection will commence 10 minutes after agreed pick-up and will be £5 per 10 minutes or part thereof, late charges will be added to the next invoice.

Half a term's notice is required if you choose to leave the nursery or reduce the number of sessions.

If fees are outstanding 6 weeks after date of issue and parents have not contacted the School Business Manager, then your child's place may be withdrawn at the start of the next half term.

The Application Process

Names are accepted onto the waiting list at any time. Parents/carers are asked to visit the Nursery School to view the Nursery and then complete an application form.

Families are asked to contact the Nursery in the term before their child is due to start, to share any additional information and confirm that they would still like a place.

When demand for places in the Nursery department at Bramley Church of England (VA) Infant and Nursery School exceeds the number of places available, the Governors give priority for admission to children according to the oversubscription criteria set out below. Discussions with the professionals involved and representatives from Surrey may form part of this process.

The school will consider applications strictly in accordance with the admissions criteria and will let parents know by letter of their decision.

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 Head Teacher.

Admissions Criteria

1. Looked After and previously Looked After Children (See Appendix A item 1)
2. Children with an exceptional medical/social condition which means they must attend Bramley Infant School Nursery rather than any other. (See Appendix A item 2)
3. Siblings, i.e. a child who will have a brother or sister at Bramley Church of England Aided Infant and Nursery School at the time of entry to the school nursery. See Appendix A item 3 and 5.
4. Children whose home address is within the Ecclesiastical Parishes of Bramley and Grafham. (See Appendix A, item 4 and Appendix C)

5. Children of families who can show membership of a Church of England Church within the Ecclesiastical Parishes of Bramley and Grafham. (Membership defined according to criteria detailed in Appendix B)
6. Children whose home address is outside the Ecclesiastical Parishes of Bramley and Grafham, who can show membership of another Church of England church. (Membership as defined according to criteria in Appendix B, See also Appendix A, item 4).
7. All other children whose parents wish them to attend the Nursery department at Bramley Church of England Aided Infant and Nursery School.

Should the school be oversubscribed within one of the above criteria; the distance from home to school will be the deciding factor. Those living closer to the school will receive the higher priority. The distance is measured in a straight line from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Surrey County Council's Geographical Information System. For blocks of flats, apartments or buildings where there may be multiple addresses with only one address point or where two or more applicants live at the same distance from the school, priority will be decided by lottery.

Where one or more children from a multiple birth are offered a place, but there are insufficient places for all children from the same multiple birth ranked consecutively, the school will offer each child a place.

Withdrawal/refusal of Offers

The Governing Body reserves the right to withdraw the offer of a place where a parent has made a fraudulent or intentionally misleading application which denied a place to another child, who would otherwise have been offered a place.

Social/Medical Need

Supporting evidence is required from a Consultant Doctor or registered health professional demonstrating why it is essential for the child to attend the Nursery and the difficulties that would be caused if the child was unable to attend this Nursery. This evidence must confirm the circumstances of the case and must set out why the Nursery is the most appropriate school for the child.

Waiting List

Should there be more applications than there are places, a waiting list for admission to the Nursery classes will be maintained. Parents/carers will have to ask to be put on the waiting list should they require a place at the Nursery school. Any places which become available are allocated as set out above.

In-year applications will be managed by the school and therefore parents/carers should contact the school directly.

The Governors Admission Policy will apply throughout the course of the Academic year should places become available. The 'Pool of Applicants' for any applicable year groups will be assessed in strict compliance with this Policy.

Appendix A

1. **Children Looked After are:** 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; and 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.

Previously Looked After Children: 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);

2. Applications in such circumstances must be supported at the time of application by documentary evidence from a Consultant Doctor or registered health professional demonstrating why it is essential for the child to attend the school and the difficulties that would be caused if the child was unable to attend this school. NB: All Surrey schools deal with more common and medical conditions such as nut allergies, asthma, eczema and stress related symptoms.

3. 'Sibling' – a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same time in each case.

4. Home address – the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week.

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

Appendix B

Definition of 'Church membership' (criteria 5 and 6)

1. An applicant who is a regular worshipper. This means a parent and/or child who worships once a month for at least one year immediately preceding the date of application. To accommodate difficult patterns of work and family relationships, account will be taken of weekday worship. The worshipper could be the child for whom the application is made or one or both parents/carers.

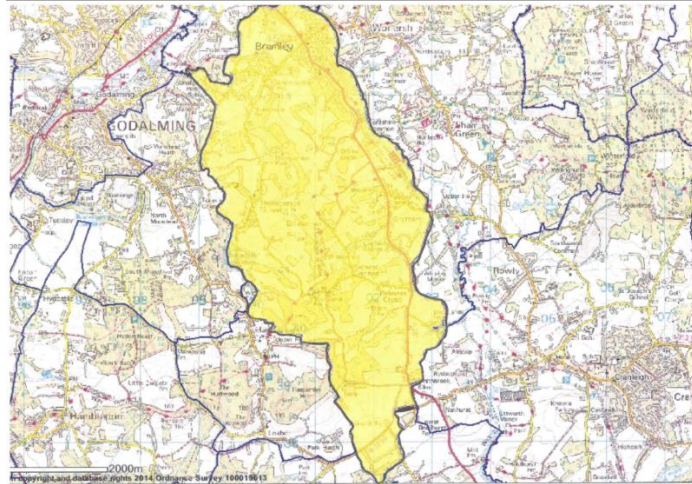
Applicants new to the area would need to provide evidence from a previous church or churches.

Note:

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.

Appendix C Parish Boundary

<https://www.achurchnearyou.com/>



Please note

Attendance at the Nursery does **NOT** mean that a place is automatically available at Bramley CofE (VA) Infant and Nursery School. A formal application for the Infant school **MUST** be made via the Local Authority in accordance with the Infant School's admission arrangements.

**Bramley Church of England (VA) Infant and Nursery School
Supplementary Information Form (SIF) for Entry**

To be completed only if you are applying under criteria 5 or 6. Applicants are required to return this form to the school office in order to prioritise applications in the case of oversubscription.

Name of Child.....

Name of Parent/Guardian.....

Address.....

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Telephone Number.....

Email.....

Are you a regular worshipper (see criteria 5 and 6) at a Church of England Church? Yes/No

Name of church.....

Signature of Parent/Guardian.....

Date.....

The following section must be completed by the applicant(s) in conjunction with the Vicar of the Church or other appropriate church leader.

I confirm that the above named meets the 'Regular Worshipper' criterion of worshipping at least once a month over a period of at least one year immediately preceding the date of this application.

Name of Vicar.....

Signature of Vicar.....

Date.....

Church stamp or please attach a compliment slip.

**Please return this form to the School Office.
Bramley Church of England (Aided) Infant School, Birtley Road, Bramley. GU5 0HX**