Chertsey and Dorking Nursery Schools

NURSERY ADMISSION POLICY 2027-28

1. Introduction

This policy should be read in conjunction with Surrey County Council's admission arrangements for maintained nursery schools and classes. The local authority has delegated the admissions of nursery children to the Federated Governing Body of Chertsey and Dorking Nursery Schools. The Admissions Committee will work with the Heads of each school to allocate places following the admissions criteria set out below. Parents wishing to apply for a place for their child, must complete the application form and submit it directly to the school that they wish to apply for in accordance with the dates set by the school.

2. Allocation of places

All places are allocated in line with the admissions set out below.

We offer universal entitlement for eligible two, three and four year olds; this includes Early Learning for Two Year Olds (EL2) (previously known as FEET Funding), Working Parent Entitlement (WPE) for two, three and four year olds and Universal Entitlement for three year olds. Any family who is not eligible for funded entitlement will be required to pay fees for the place they require.

Ideally, all funded entitlement is offered in full for 15 or 30 hours per week, term time, depending on the eligibility of the child. Funded entitlement sessions are offered over a minimum of three and maximum of five days per week and will consider requests for funded entitlement to be used flexibly where it can be accommodated, we advise parents and carers to talk to us about their requirements at the earliest opportunity. All fee paying places are offered minimum of 3 sessions per week, over three days.

At each school, there is an additional provision to meet the needs of up to 12 full time equivalent children with identified complex needs. Parents wishing their child to be considered for a place within this provision will need to submit an application form directly to the school. Applications will be considered in line with Criteria 2, Exceptional social/medical/special and learning needs and parents will need to provide relevant supporting evidence prior to the application deadline. Once a place at the school has been offered under this criteria, the school will work with the family to apply for any appropriate additional funding/support.

3. Places for two year olds

Places are offered under the following criteria:-

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

1. Looked after and previously looked after children
    a. Children who are registered as being in the care of a local authority
    b. Children who have previously been in the care of a local authority
2. Exceptional social/medical need
    a. Supporting evidence is required from relevant professional, such as a doctor, paediatrician, consultant, therapist (such as speech and language, occupational therapist, physiotherapist), educational psychologist, social worker, health visitor, housing officer, the police or early help practitioner
    b. Evidence of EL2 funding applicable to the child
3. Children of staff*1

*1 Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances: a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, on a full or part time basis; b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Children who will have a sibling attending either nursery at the time of admission
5. Any other children

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places available for three year olds will reduce

4. Places for three year olds

Surrey maintained nursery schools operate 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 from the term after their third birthday. This means that children will be offered their Universal Entitlement over 5 morning or 5 afternoon sessions. For a child entitled Working Parent Entitlement, the school will identify which session is the child's universal and which session is the Working Entitlement.

Where there are more applications than places available, **eligible** children will be ranked according to the following criteria:

1. Looked after and previously looked after children
    a. Children who are registered as being in the care of a local authority
    b. Children who have previously been in the care of a local authority
2. Exceptional social/medical need -
    Supporting evidence is required from relevant professional, such as a doctor, paediatrician, consultant, therapist (such as speech and language, occupational therapist, physiotherapist), educational psychologist, social worker, health visitor, housing officer, the police or family centre practitioner
    Previous eligibility for EL2 funding
3. Children of staff*1
4. Children who will have a sibling attending the nursery or the main school at the time of admission
5. Children who will turn 4 years old between 1 September 2027 to 31 August 2028 (this is to give priority to older children who will be due to transfer to Reception in 2028 and hence only have one year left to attend nursery)
6. Children who will turn 3 years old between 1 September 2027 to 31 August 2028 (these children will be able to stay on in nursery for another year in 2028/29 as they will not be due to start Reception until September 2029)
7. Any other children

5. Procedures for admission

Where any category is oversubscribed, children 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 and within that district/borough. The home address must be supplied, which is the child's normal place of residence, not a relative or childminder. In the case of shared custody, it will be up to the parents to agree which address to use. We will not accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is available to that child. All distances will be measured by the computerised Geographical Information System by Surrey admissions team. Where this gives the same answer, we will contact Surrey Admissions to prioritise the admissions list.

In all cases, admission will be subject to an application being made and places being available. We will endeavour to inform applicants of the outcome of their application in writing, at least one term before admission. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated. The final decision with regard to admission and the allocation of sessions rests with the Governing Body.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order. Due to the large number of children placed on waiting lists, it is likely that all admissions will take place in the September after which a child turns 2 or 3.

*1 Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances: a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, on a full or part time basis; b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

If children attend another nursery or childcare provider at the same time, Chertsey/Dorking Nursery School. Where this is not Chertsey/Dorking Nursery School, parents will be required to pay fees.

6. Fee paying sessions

The Nursery Schools allow parents to pay for extra nursery provision, beyond their funded entitlement or if they are not eligible.

7. Closing date for applications

The closing date for admissions is the 15th January 2027, all applications will be reviewed on this date regardless of the date they were handed into the nursery by the Governor Admissions Panel. Applications received after this date will be added to the waiting list.

Approved by the Governing Body: September 2026

To be reviewed by: September 2027

This policy is relevant to:

Nursery staff - yes	**Parents** - yes

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