



Bramley CofE (VA) Infant and Nursery School

Pre-School Admission Policy 2020-2021 for Three-Four Year Old Children

Date of last review: January 2020

Date of next review: January 2021

Written by: Shona Taylor (Head Teacher)

Agreed by: Admissions committee

“Your word is a lamp to guide me and a light for my path” Psalm 119(105)

Rooted in Christian Values,

Seek within,

Wonder why,

Reach out,

Aim high.

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.

In England all three and four year olds are entitled to up to 15 hours of funded early education and childcare a week for up to 38 weeks a year. This is to give children the opportunity to take part in planned learning activities, and help prepare them for school through the early learning goals set out in the [Early Years Foundation Stage](#). This is a universal offer and is available to all children regardless of their family circumstances.

Since September 2017 the government has increased the number of funded hours for 3 and 4 year olds from 15 to 30 a week. However, this will only be made available to families where both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum wage (NMW) or National Living wage (NLW), and less than £100,000 per year. You can find further information about the eligibility criteria on our [30 hours funded childcare for working parents](#) web page.

Parents/carers are welcome to request additional sessions above the allocations which they self-fund.

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

Bramley CofE (VA) Infant and Nursery School operate during term-time only. Children are normally eligible for admission at the beginning of the first term **after** their third birthday, when they are eligible for their free 15 or 30 hours.

The maximum number of children in a session would not normally exceed 30; however, the Head Teacher reserves the right to allocate further places during the academic year.

As far as possible the Pre-School will try to offer the days and sessions requested by a parent, but the oversubscription criteria will be used if sessions or days are oversubscribed.

Admission will be subject to an application being made; places being available and if appropriate, an agreement that the setting can cater for a child’s needs (see ‘priority need’).

All 3 – 4 year olds are expected to attend for a minimum of **three** sessions.

Session Times for Pre-School - (costs shown are for sessions over and above the 15 or 30 hours funding)

Mornings: 8.30am - 11.30am cost per session £13.80

8.30am - 12.30pm cost per session £18.40

Afternoons: 12.30pm - 3pm cost per session £11.50

All day: 8.30am - 3pm cost per session £29.90

A hot lunch can be purchased at a cost of £2.35 or you can provide a packed lunch for your child. (No nuts, sweets or fizzy drinks)

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.

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 at the beginning of 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.

Half a term's notice is required if you choose to leave the Pre-School 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 School to view the Pre-School and then complete an application form.

Families are asked to contact the Pre-School 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 Pre-School 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.

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 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 professional such a Consultant Doctor or registered health professional demonstrating why it is essential for the child to attend the Nursery school

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 will have to ask to be put on the waiting list should they require a place at the Pre-School. Any places which become available are allocated as set out above.

In-year applications will be managed by the school and therefore parents 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. **A Looked After Child** is a child who is in the care of a Local Authority, or provided with accommodation by a Local Authority in accordance with Section 22 of the Children's Act 1989. **A Previously Looked After Child** is a child who was in the care of a Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, a Child Arrangements Order or special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of the application.
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 Nursery school and the difficulties that would be caused if the child was unable to attend this Nursery school. Providing evidence does not guarantee that a child will be offered a place and in each case a decision will be made based on whether the evidence demonstrates that a priority placement should be made and whether the child's needs can be met.
NB: All Surrey schools deal with more common 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

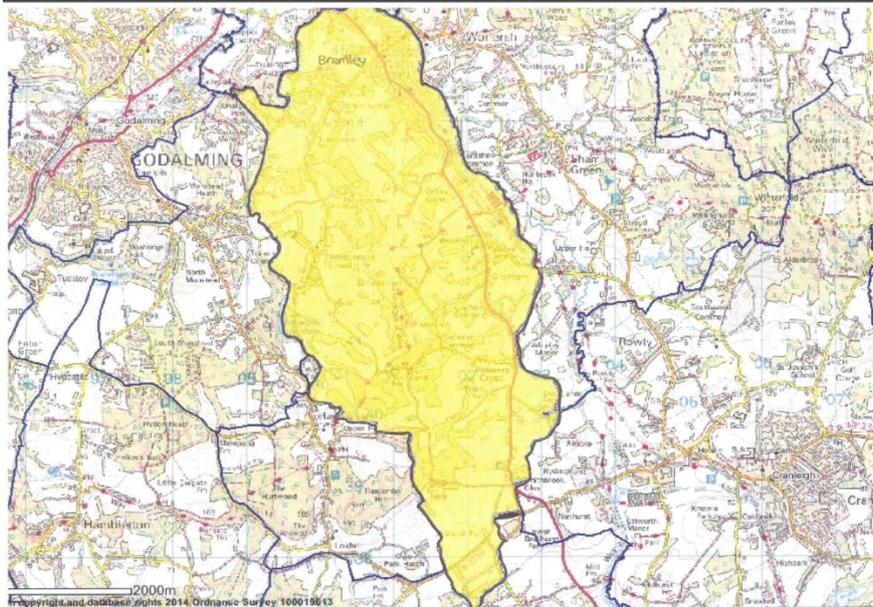
Definition of 'Church membership' (criteria 5 and 6)

1. An applicant who is a regular worshipper. This means one who worships once a month for at least one year. 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.

Appendix C Parish Boundary



Please note

Attendance at the Pre-School does **NOT** mean that a place is automatically available at Bramley Cof E 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.