



## Nursery Admission Policy 2025-2026

Bramley Church of England Infant and Nursery School

Bramley CofE Infant and Nursery School is a fully inclusive School that warmly welcomes families from all faiths or no faiths, communities, cultures and backgrounds.

As an Academy in The Good Shepherd Trust, the Trust is the Admission Authority for the school. Our school vision reflects the close links the school has with the Church and Christian values and beliefs. This association is reflected in the School prospectus which is available on the school website, alongside details of our admission arrangements, these can be collected from the school office.

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 school. Admissions and session allocation are decided by the Headteacher. A final decision where places are oversubscribed rests with a panel of Local Committee Members in line with the over subscription criteria below.

**Two Year Old Free Entitlement (FEET Funding)**- Families on low incomes may be 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](http://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).

**Two Year Old Free Entitlement (WORKING FAMILIES)**- From April 2024 some working families may be entitled to 15 hours free funding. To see if your child is eligible or find out more information please follow this link- <https://www.childcarechoices.gov.uk/>

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

### **Procedures for Bramley CofE Infant and Nursery School –**

Bramley CofE Nursery sessions operate during term time only. We normally accommodate a maximum of 9 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 2<sup>nd</sup> birthday until the end of term after they turn 3, they must attend a **minimum** of 2 sessions over 2 days per week.

As far as possible the 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.

Children are expected to move to the Pre-School room at the beginning of the term after their third birthday. In some circumstances the school may determine it is appropriate for a child to move to the Pre-school after their third birthday but earlier than the start of the next term. This will be discussed with parents.

### **Session Times for two year olds - Mornings:**

8.30am- 11.30am

8.30am-12.30pm

### 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.

### **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.

Parents/carers will be notified a full term before their child is due to start of what days and hours have been allocated. Parents/carers must confirm within 2 weeks whether they still require the place. 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.

**A £50 deposit paid to secure the place, is payable at this point.** This will be refunded at when first invoice has been paid.

Families in receipt of FEET or DLA who are unable to pay the deposit should speak to the finance assistant in confidence.

Children may start in the nursery at anytime throughout the school year assuming places are available.

When demand for places in the Nursery department at Bramley Church of England

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 email of their decision.

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.

## **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.

If fees are still outstanding 6 weeks after date of issue and no agreement for payment of the fees can be agreed between parents and school, then your child's place may be withdrawn.

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 in writing if you choose to leave the nursery or reduce the number of sessions.

**Until a child moves to the Pre-school the nursery fee rates will apply.**

## **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 an independent supervised 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 School and the difficulties that would be caused if the child was unable to attend this School. This evidence must confirm the circumstances of the case and must set out why the School 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.

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. **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); 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.

*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.*

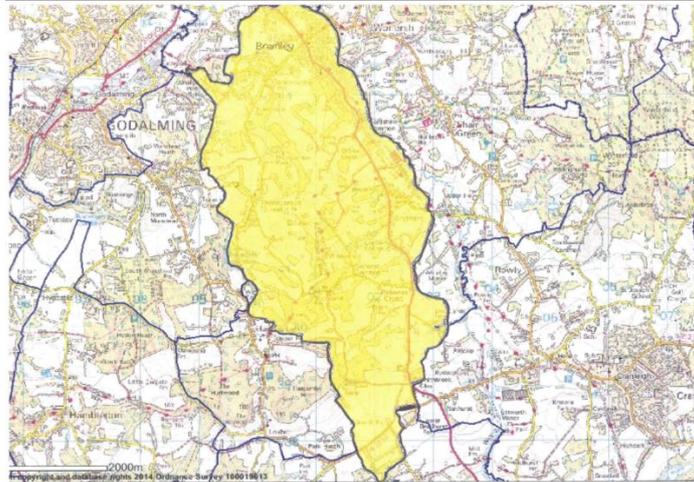
*Applicants new to the area would need to provide evidence from a previous church or churches.*

*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 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 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.....  
.....  
.....

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 Infant School, Birtley Road, Bramley. GU5 0HX**