



# SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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Executive Headteacher: Mrs Nicky Wright



## Nursery Admissions Policy

<b>Date of Approval</b>		<b>Date of Review</b>	
January 2025		January 2026	
<b>Status and Review Cycle</b>		<b>Statutory every year</b>	
<b>Signed</b>	Mrs N Wright Executive Headteacher	<b>Signed</b>	Mr M Gliniecki Chair of Local Advisory Committee



**Vision:** A relentless ambition to raise standards and create a school of **excellence** where **all** are **safe** and want to **learn**.

**Our Mission:** Our aim is to provide opportunities for every child to succeed through high quality teaching and the development of an engaging and relevant curriculum. We nurture each individual to become confident, ambitious lifelong learners who are responsible, kind and are prepared for the future.

Our core principles of positivity, urgency, resilience and equity underpin all we do.

**P.U.R.E. Principles:**

- Positivity - We have a 'can do' attitude and recognise and harness individual talents
- Urgency - We are pro-active, and know the importance of every moment
- Resilience - We are curious to try new things and confident to challenge ourselves
- Equity – We value and celebrate differences and develop individuals

At South Camberley Primary School, we admit children into our Nursery the term after their third birthday. There is a main intake in September for children who are three years old by the 31<sup>st</sup> August of that year. Subsequent intakes will be allocated if there are still places remaining throughout the year.

All 3- & 4-year-old children are entitled to 15 hours a week, universal free childcare in an early year setting from the start of the term following their third birthday. This is taken as 15 hours a week for 38 weeks of the year, during term time.

**Transition** Prior to admittance to Nursery, school staff, including the Assistant Headteacher, members of the inclusion team will meet the children and families to discuss any individual needs and to plan the transition into school.

Working parents of 3- & 4-year-old children who secure eligibility for 30 hours a week from HMRC within the required timeframe eligibility criteria is detailed at: <https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/30-hours-funded-childcare-for-working-parents> .

Parents will be able to claim for their child up to 15 hours a week, extended free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks of the year, during term time.

At South Camberley we offer places to:

1. All 3 year olds
2. 30 hour children who are due to attend Reception the following academic year (2026-2027).

**We do NOT have any places available for children under 3.**

Where necessary we reserve the right to offer a reduced hour timetable/staggered induction to meet the needs of individual children and to assist them in settling in.

**The final decision on when a child is admitted, the number of hours a child can attend and his or her pattern of attendance, rests with the executive headteacher and the Local Advisory Committee of the school.**

We have places for a maximum of 52 children (26 in the morning and 26 in the afternoon)

**Options for 15 hour places:**

1. Monday to Friday 8.35am-11.35am
2. Monday to Friday 12.05pm-3.05pm

We offer top up sessions where places are available, we also offer places for children for an additional 15 hours (30 hours) if eligible. However, such requests will only be considered once all applications for the free early year's entitlement for 15 hours have been processed and allocated.

If there are any remaining spaces available, parents will be able to request 15 hours "top up" which they will be charged £18 per 3-hour session/£90 per week. We will not accept requests for less than 15 hours "top up." The school reserves the right to determine if the additional sessions are in the best interests of the child.

Parents wishing their child to attend the nursery need to complete an online application form returned to the school with proof of address and a birth certificate. At the beginning of the summer term, we will contact parents by email to confirm that their application has been successful. Parents and their child are invited to an induction session in the Summer Term before their child starts in Nursery. This provides parents with an opportunity to meet the teachers, visit their child's setting and discuss arrangements for September. There will also be a home visit carried out in July.

### **30-hour placements**

We currently offer a limited number of 30-hour free childcare places for nursery age (ages 3-4) children only. Due to a significant demand for Nursery places at our school, we offer the 15 hours places initially as a priority, in line with the admissions criteria below. If there are vacant spaces remaining they will be offered to children with eligible codes on a first come first served basis, based on the date the application form and preference is received. The redistribution of hours will be reviewed for all children at the end of each year dependent on the number of children and the Nursery capacity.

**Please note that admission to South Camberley Nursery does not guarantee admission to the reception class of South Camberley Primary School.** *Parents will need to apply for a place in South Camberley Primary School reception class via Surrey County Council admissions procedure.*

Parents **do not** have a statutory right to appeal to an independent appeal panel in relation to nursery admissions, so it is essential therefore, that all admissions decisions can be justified by reference to the following criteria.

### **Admissions Criteria**

If there are more applications than there are places, we will offer places in the following order of priority:

The admission arrangements will be as follows:

**1. First priority: Looked after or previously looked after children (who are eligible for funded places.)**  
Looked after and previously looked after children will receive the top priority for a place. (Children that are or have been placed under the care of the Local Authority)

**2. Second priority: Children of staff at the school**

Staff at the school relates to any employee that has been employed at South Camberley Primary school for two or more years at the time at which the application for admission to the school is made. For normal round admissions the date will be used to assess the length of service will be the closing date for the applications in April 2025. For in year applications the date that will initially be used is the date the application is made;

and/or

a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage and this has been identified in their letter of appointment.

This excludes all temporary or sub-contracted staff.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer'

Any staff application form needs to be submitted together with a completed Supplementary Information Form (Appendix A) and any relevant supporting evidence.

**3. Third priority: Siblings- Children who have a sibling at the school at time of their admission (who are eligible for funded places.)**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion below in Home Address).

This is for children who are **eligible for funded places (i.e. the term after they turn 3)**

**4. Fourth priority: Children who will turn 4 years old between 1 September 2025 to 31 August 2026 (this is to give priority to older children who will be due to transfer to Reception in September 2026 and hence only have one year left to attend nursery)**

To give priority to children who will go up to Reception in the next academic year, who will only spend 1 year in Nursery

**5. Fifth priority: Any other children eligible for funded places (i.e. for the term after they turn 3)**

Remaining places will be offered to pupils of the appropriate age on the basis of nearness to the school, as measured by a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use.

**Home Address**

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time.

In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use.

Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

If the Nursery is oversubscribed, a waiting list will be maintained in criteria order.

**Payment methods for additional sessions not covered by free entitlement:**

- Invoices for payment of additional Nursery sessions will initially be issued half termly in advance and payments will be due immediately by bank transfer.
- If a child is absent, refunds or reductions are not available.
- Any invoices not paid will become nursery fee arrears. Failure to pay arrears within **one week** will result in the child's additional sessions at nursery being withdrawn.
- To cancel additional charged sessions, half a terms written notice will be required.
- Once additional sessions are cancelled, the school cannot guarantee reinstating them.

**Unavoidable closure of school**

Should the school be closed for any reason beyond our control, there will be no charge for the sessions affected.

**Appendix A**

**South Camberley Primary School  
Supplementary Information Form  
To be completed for applicants under criterion No.2  
(Children of Staff)**

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Nursery Admissions Officer. Once completed it must be returned to the Nursery Admissions Officer by 1<sup>st</sup> April 2025.

Name of Child: Surname .....

Forename(s).....

Date of Birth.....

Name of member of Staff: .....

Address: .....  
.....  
.....

Telephone number: .....

Email: .....

I am a member of staff in accordance with the Nursery’s Admissions Policy. I have been a member of staff for more than two years and I am:

- a) an existing member of staff employed in a ‘difficult to recruit position’  
or
- b) a teacher who is on the school leadership team  
or
- c) new staff employed to a ‘difficult to recruit’ position

Signature of Parent: .....

Date: .....