



## **Admissions Procedure for Send C of E First School Nursery** **Academic Year 2011 and beyond**

### **INTRODUCTION**

This policy closely follows the Surrey County Council Nursery Admissions Policy.

Parents do not have a statutory right to appeal to an independent panel in relation to nursery admissions but they may wish to refer any concerns initially to the governing body of the school. Subsequently if the concerns remain unresolved then parents can refer their case to the ombudsman or to the courts.

### **IMPORTANT DATES**

A child can be considered for a place in the nursery class at the start of term following the child's 3<sup>rd</sup> birthday or the day the child is 3 years old. This will normally provide that children will have nursery education between 3 – 5 terms prior to entry into a reception class of the school.

It should be noted that admissions to the to Send First School Nursery, does not guarantee admission to a reception class of this school. *However children in the nursery are given some priority in the admission arrangement for Send First School. (See Admission Policy for the Main school)*

Parents will be expected to apply for a reception class place along with all other parents who do not have a place in the nursery.

The nursery operates two part-time sessions of 2.5 hours each day with 26 children in each session. Children will access the 12.5 hours per week nursery provision at Send First School for 38 weeks per year, attending for either 5 morning (9.15 - 11.45am) or 5 afternoon (12.30 - 3.00pm) sessions per week.

Parents wishing their child to attend a nursery place must complete an application form and return it to the school office at any time before the closing date of 31st December of the year preceding the child's expected admission date (for example, if the child is 2 on 1st September, the form should reach school by the end of December the following year; if 2 on 31st August, the form should reach school by the end of December that year).

The LA has delegated the admissions of nursery children to the governors who will consider applications. The school will endeavour to inform parents by letter the outcome of their application at least one term before admission. If a child is offered a place parents must confirm acceptance to the school by the date stipulated by the school, otherwise the school may have to refuse places to other children unnecessarily. The final decision on when the child is admitted and the allocation of afternoon or morning sessions rests with the head teacher and the governing body of the school.

### **ADMISSIONS CRITERIA**

**These criteria will only apply when our Nursery is oversubscribed and therefore cannot admit all of the children whose parents are applying for a nursery place.**

The Governors will consider all applications in accordance with the following criteria set out in priority order.

Length of time on any waiting list will not be taken into account. The school will require documentary evidence with the application form to support applications made under Categories A, B and C and may require proof of the child's main residence for Category D and E. The school will make random checks to ensure that the information on the application form is correct.

### **CATEGORY A**

**In this category children with special educational needs may be admitted.**

There is no priority within the category but governors will take into account the severity of the child's needs using the examples given when deciding places within this category. Children with multiple needs will be given priority.

It is anticipated that up to 4% of nursery places will be allocated to children with special educational needs whether stated or not.

Examples of special educational needs (in no specific order) might include:

- children on the Child Protection Register, those deemed by Social Services as children at risk, or in local authority care
- children with emotional and behavioural problems
- children with hearing difficulties
- children with lack of personal interaction and stimulation
- children with physical disabilities
- children with speech and language problems
- children with visual difficulties
- children who are referred by the education psychological service.

### **CATEGORY B**

**In this category children with social needs may be admitted.**

Social need will be based on the information gained by the school as part of the application process. Children with multiple needs will be given priority.

Examples of social need which may be considered (in no specific order) might include:

- children who were multiple births (twins, triplets)
- a child with a confined play space (those living in a bedsit, top floor flat, hostel, caravan, mobile home or children with no garden)
- a child with a parent living alone
- a child in a large family (4 or more children)
- a child with parents under 20 years of age
- a child in sole care of grandparents
- a child who has two or more siblings under 4 years of age
- a child of parents with disabilities or a child who has siblings with disabilities
- a child who is cared for by a "Young Carer"
- children from minority ethnic groups particularly those for whom English is an additional language
- a child who is gifted who lacks social interaction.

It is anticipated that up to 10% of nursery places will be allocated to children in Categories B

### **CATEGORY C**

**a) Children with a brother or sister (including children living as siblings in the same family unit) that require a significant amount of additional support.**

**b) Children who at the time of application have a brother or sister (including children living as siblings within the same family unit) on the school role who will still be attending the school when the younger sibling joins the nursery.**

**CATEGORY D**

**Children who live in the Civil Parish of Send.**

**CATEGORY E**

**Remaining places will be allocated based on proximity to the school measured by straight line, from the address point of the pupil's house, as set out by Surrey SMART online , to the school.**

**WAITING LISTS**

Children whose application is unsuccessful will be placed on a waiting list and will be notified as and when a place becomes available. Applications received after the closing date will be dealt with after those who have met the closing date deadline and will also be placed on the waiting list. The following criteria will apply to the initial offers as well as to those on the waiting list.

If child is allocated an unacceptable session, the place may be

- a) declined
- b) declined and applicant placed on a waiting list for an alternative session
- c) accepted but requested to be placed on a waiting list for an alternative session.

For b) and c) above this will be on the understanding that a place in an alternative session may not become available for them.

Places on the waiting list will be allocated according to the Admissions Criteria if this does not cause an imbalance of need in the session (e.g. special needs, multiple births, EAL, gender etc) and reason provided as need for particular session (e.g. working parent, medical).

This policy is effective for nursery admissions in September 2011 and beyond.

## Addresses in the Parish of Send

The following roads and postcodes are believed by the governing body to be in the Civil Parish of Send:

Amberley Close,	Send, Woking	GU23 7BX
Beech Drive,	Ripley, Woking	GU23 6LG
Birch Close,	Send, Woking	GU23 7BZ
Birnam Close,	Ripley, Woking	GU23 6JH
Boughton Hall Avenue,	Send, Woking	GU23 7DD, 7DE, 7DF
Bramble Way,	Send, Woking	GU23 6LL
Briar Road,	Send, Woking	GU23 7AN
Broadmead Road,	Send, Woking	GU23 7AA, 7AB, 7AD
Broadmeads,	Send, Woking	GU23 7AD
Burnt Common Close,	Ripley, Woking	GU23 6HH
Burnt Common Lane,	Ripley, Woking	GU23 6HD
Bush Lane,	Send, Woking	GU23 7HP
Cartbridge Close,	Send, Woking	GU23 7EW
Chestnut Close,	Ripley, Woking	GU23 6LJ
Church Lane,	Send, Woking	GU23 7JL
Clandon Road,	Send, Woking	GU23 7LA
Danesfield,	Ripley, Woking	GU23 6LS
Elm Close,	Ripley, Woking	GU23 6LE
Farm Lane,	Send, Woking	GU23 7AT
Fieldway,	Ripley, Woking	GU23 6HJ
Green Drive,	Ripley, Woking	GU23 6JU
Greyfriars Road,	Ripley, Woking	GU23 6JD
Hawthorn Road,	Ripley, Woking	GU23 6LH
Hazel Drive,	Ripley, Woking	GU23 6LQ
Heath Drive,	Send, Woking	GU23 7EP
Kevan Drive,	Send Woking	GU23 7BU
Linden Way,	Send Woking	GU23 6LN, LP, LW
London Road,	Send, Woking	GU23 7JU, 7JX
Manor Road,	Ripley, Woking	GU23 6JW
Maple Road,	Ripley, Woking	GU23 6JY, 6JZ
Mays Grove,	Send, Woking	GU23 7DN
Maysfield Road,	Send, Woking	GU23 7DL
Meadow Drive,	Ripley, Woking	GU23 6JL
Oaks Way,	Ripley, Woking	GU23 6LT
Orchard Way,	Send, Woking	GU23 7HS
The Pathway,	Send, Woking	GU23 7DA
Portsmouth Road,	Ripley, Woking	GU23 6HA
Polesden Lane,	Ripley, Woking	GU23 6JX
Potters Lane, 7JS, 7JT	Send, Woking	GU23 7AE, 7AF, 7AG, 7AH, 7AJ, 7AL, 7AQ, 7AW, 7DZ, 7JH, 7JJ,
Sandfields,	Send, Woking	GU23 7AY, 7AZ
Sandy Lane,	Send, Woking	GU23 7AP, 7AR, 7AS
Sanger Drive,	Send, Woking	GU23 7EB
Send Barns Lane,	Send, Woking	GU23 7BP, 7BS, 7BT, 7BY
Send Close,	Send, Woking	GU23 7EL
Send Hill,	Send, Woking	GU23 7AU, 7HR, 7HT, 7HW
Send Marsh Green,	Ripley, Woking	GU23 6LA, 6LP, 6JS
Send Marsh Road	Send, Woking	GU23 7DG, 7DH, 7DJ, 7DW,7DQ
Send Marsh Road,	Ripley, Woking	GU23 6JB, 6JJ, 6JN, 6JP, 6JQ, 6JR, 6JT
Send Road,	Send, Woking	GU23 7DY, 7EN, 7ET, 7EU, 7EY, 7EZ, 7HN
Stringhams Copse,	Ripley, Woking	GU23 6JE, 6JF
Tannery Lane,	Send, Woking	GU23 7ED, 7EE, 7EF, 7EQ, 7ES
Tuckey Grove,	Ripley, Woking	GU23 6JG
Vicarage Lane,	Send, Woking	GU23 7JN
Walnut Tree Place,	Send, Woking	GU23 7HL
Wharf Lane,	Send, Woking	GU23 7EJ
Willow Drive,	Ripley, Woking	GU23 6LF
Winds Ridge,	Send, Woking	GU23 7HU
Woodhill,	Send, Woking	GU23 7JN, 7JP, 7JR, 7JW
Woodhill Court	Send, Woking	GU23 7JR
Woodlands	Send, Woking	GU23 7LD
Worsfold Close	Send, Woking	GU23 7JQ

The governors welcome corrections and additions to this indicative list.

## Parish of Send – Boundary Map

The civil parish of Send covers the area defined by the Local Authority and administered by Send Parish Council.

The boundary of the civil parish of Send is similar but not identical to the ecclesiastical (church) parish boundary.

This map is only indicative of where the line of the parish boundary runs.

The headteacher and governors can advise applicants about the detailed line of the boundary and the addresses within the area it contains.

SEND CHURCH OF ENGLAND FIRST SCHOOL is marked with a blue circle.

