



# **Clarendon Primary School Nursery**

## **Determined Admissions Arrangements 2025/26**

Admissions into Clarendon Primary School Nursery are administered by the school and follow Surrey County Council's admission criteria. Parents and guardians wishing to apply for a place must complete the Clarendon Primary School Nursery application form, available online, on our website.

Clarendon Primary School Nursery offers an equivalent of 64 fifteen hour places (i.e. 56 places for 3/4 year olds and 8 places for 2 year olds eligible for FEET funding). These are split equally across the following two session options.

- Monday & Tuesday, 8.45am – 2.55pm, Wednesday 8.45am – 11.45am
- Wednesday 12.00 noon – 3.00pm, Thursday & Friday, 8.45am – 2.55pm

### **Three and four year old 30 hour places (government funded or privately funded)**

Since September 2017 the government has increased the number of free funded hours for 3 and 4 year olds from 15 to 30 hours a week for working families who meet the eligibility criteria. As a result, the nursery will be allocating up to 15 'full time' nursery places of 30 hours each week funded either by the extended 30 hours entitlement or by parents privately funding the additional 15 hours themselves. (These places will be created by using both session options identified above).

For parents requesting a 30 hour nursery place, these will be allocated using the admissions arrangements outlined below. Once all these places have been filled, if we were unable to allocate your child a 30 hour place at this time and your application also requested consideration for a 15 hour nursery place, this request will be considered using the same criteria outlined below. (**NB:** if your child is offered a 15 hour instead of a 30 hour place, then their name will be put on our waiting list for a 30 hour place should one become available).

In the event that not all fifteen 30 hour places are required, (when places are initially allocated in the 2023/24 nursery admissions round) they will be subsequently offered to other applicants as further 15 hour government-funded or privately funded places. Furthermore, after the initial allocation of 15 hour places has been completed, in the event that additional 30 hour places are required, any remaining 15 hour places will be used to meet this requirement. (**NB:** Additional places created will be allocated using the admissions criteria outlined below).

### **Three and four year old 15 hour places**

All children will be eligible for admission to our nursery class in the term **after** they turn three years old, although admission will be subject to an application being made and places being available.

### **Two year old 15 hour places**

From our nursery pupil admission number, (PAN) 8 places are allocated for children entitled to the free Early Years' Education for 2 year olds (FEET) funding. These children will be eligible to join the nursery from the term after they turn two until the term after they are 3. Once children, with FEET funding, take up a place in the nursery they will automatically be entitled to a three year old place.

For more information on Free Early Education for Two year olds visit Surrey County Council's Family Information Service website at: <https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/funded-early-education-for-2-year-olds> or contact the school for more information.

In the situation where we do not have all our 2 year old FEET places filled in September, we are able to offer these out to 2 year olds who are eligible for the new working parents funding. You can find out if your child is eligible for the working parents' entitlement and learn how to apply by visiting the **Working parents entitlement** webpage.

**Please note: Clarendon Nursery does not take children until the term after they have turned 2 years, and they must be eligible for a government funded place.**

### **Allocation of places when the nursery is over-subscribed**

When the nursery is over-subscribed, applications for entry in 2025/26 will be ranked according to the following criteria:

1. Looked after and previously looked after children
2. Exceptional social / medical need
3. Children of permanent members of staff where 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; and/or 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 the nursery or the main school at the time of admission.  
(As the Government is implementing 30 hours of nursery funding for eligible families, this criteria will also relate to children already attending Clarendon Nursery as well as siblings attending Clarendon school.)
5. Any other children. This category has been sub-divided as follows in order to give priority to children who will be starting school in the following academic year, (September 2026):
  - a) Children who are due to transfer to their Reception year in the following academic year, (September 2026).
  - b) Children who are not due to transfer to their Reception year until September 2027.

### **Procedures for admission**

The school will endeavour to inform parents and guardians of the outcome of their application by letter as soon as possible after the closing date. The school will only allocate nursery sessions once it has been determined that a place can be offered in accordance with the admission criteria outlined above. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in the offer letter.

The final decision with regard to admission and the allocation of Monday – Wednesday or Wednesday – Friday sessions, as detailed above, rests with the governing body of the school; however parents may request a preference but this will be subject to availability and cannot be guaranteed.

**Whilst these admission arrangements give greater priority to children of siblings already at the school at the time of admission to nursery, parents must be aware that having a nursery place at Clarendon Primary School does not guarantee your child a place within the school. For parents wishing to receive a place in our Reception class they must apply for this following Surrey County Council's current admission process.**

### **Closing Dates for Applications 2025**

For an autumn Term 2025 entry – **closing date Friday, 18<sup>th</sup> April 2025.**

### **Timetable for 2025 Admissions**

Autumn Term 2025 entry	
18 <sup>th</sup> April 2025	Deadline for receipt of applications
2 <sup>nd</sup> May 2025	Successful applicants will be informed by this date
16 <sup>th</sup> May 2025	Deadline to accept or decline offers of a place

### **Late Applications**

Applications received after the published closing date outlined above will be treated as late applications and will be considered after 16<sup>th</sup> May 2025 for entry in the Autumn Term 2025. *(After this date, these will also be prioritised in accordance to the admission criteria outlined above)*

### **In Year Applications**

Applications received after 1<sup>st</sup> September 2025 for admission to the nursery class will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published admission criteria.

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for the nursery according to the admission criteria outlined above without regard to the date the application was received or when a child's name was added to the waiting list.

**Please note:** if an application is for a place starting in or after September 2026, this application will be considered when applying the school's admissions arrangements for the September 2026 intake. Full details of the admission round for 2026/27 will be available on the school website in early February 2026.

### **Raising concerns regarding the school's nursery admissions process**

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedures; however, please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

### **Right to withdraw a place**

After a place has been offered the Nursery reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time
- When a parent has failed to notify the school of important changes to the application information
- Where a place has been offered using fraudulent or intentionally misleading information
- When a parent fails to provide a copy of their child's birth certificate/passport
- If a child does not attend their allocated Nursery session for 4 consecutive weeks (20 school days), unless previously agreed with the Nursery

## **APPENDIX 1**

The following admissions criteria will be used to allocate places when the nursery is oversubscribed. This has been written in priority order.

### **First Priority:           Looked after and previously looked after children**

Within our admission arrangements looked after and previously looked after children will receive the top priority for a place. Looked After and previously looked after children will be considered to be:

- Children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a nursery place is made.
- Children who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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).

### **Second Priority:           Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school or nursery. The exceptional social or medical circumstances might relate to either the child or the parent / carer. To be considered under this criteria, supporting evidence from a professional is required. For example, a doctor and / or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend the nursery at Clarendon Primary School and why no other nursery could meet the child's needs.

**N.B** - Providing evidence does not guarantee that a child will be given priority into the nursery as in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made here above any other.

Common medical conditions and allergies can usually be supported in any nursery setting, therefore priority under the exceptional medical criterion would not normally be given for these.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at the nursery.

### **Third priority:           Children of permanent members of staff**

This relates to the children of permanent members of staff where 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; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Fourth priority:           Children who will have a sibling attending the nursery or the main school at the time of admission**

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

As the Government has implemented 30 hours of nursery funding for eligible families, this criteria will also relate to children already attending Clarendon Nursery as well as siblings attending Clarendon school.

**Fifth priority: any other applicant**

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school/nursery and only one place remains, the school will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, the school/nursery will use random allocation to determine which child should be given priority. If after allocation one or more places can be offered, but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be informed about waiting lists.