



# SEND CHURCH OF ENGLAND PRIMARY SCHOOL

## NURSERY ADMISSIONS POLICY

For entry from September 2026

Date this review	September 2025
Date next review	September 2026
Review period	Annually
Statutorily required	Yes
Approval body	Full Governing Board (FGB)

### INTRODUCTION

This policy closely follows the Surrey County Council Admissions Policy for Nurseries.

The Local Authority is responsible for admissions to nursery classes in community and voluntary controlled schools and to community and voluntary controlled nursery schools. Parents do not have a statutory right to appeal to an independent panel in relation to admissions but they might wish to refer any concerns initially to the Governing Body of Send Church of England School. Subsequently, if the concerns remain unsolved then parents can refer their case to the ombudsman or to the courts.

It should be noted that admissions to the Nursery does not guarantee admission to a reception class of this school. Parents will be expected to apply for reception class along with other parents who do not have a place in the Nursery.

### IMPORTANT DATES

A child will be eligible for admission to our Nursery in the term after they turn three years old, although their admission will be subject to an application being made and places being available. This will normally ensure that children will enjoy at least three terms of nursery education prior to entry into a reception class of a mainstream school.

### TYPES OF PROVISION

The Nursery operates two childcare provisions with an overall total of 30 children.

Children can access both 30 hour and 15 hour provision for 38 weeks per year, attending either 4 and a half days or 2 and a half days per week.

**30 hour** childcare currently operates from Monday to Thursday – 8:30-3.00pm and Friday 8:30-12:30pm

**15 hour** childcare currently operates from Monday and Tuesday 8:45-3:00pm and Wednesday 8:45-11:30am

Pupils attending for 15 hours may choose to increase the hours that they attend if required. This is at an additional cost. Additional costs will be determined in line with operational costs and will be published to parents at least a term in advance. Extension options are:

- Increasing attendance on Weds only from 11:30-15:00pm
- Increasing attendance to a full week for those pupils not eligible for the 30 hours free childcare

For a nursery place, an application must be made and should be returned to the school office at Send Church of England Primary School.

The Local Authority has delegated the admissions of nursery children to the governors who will consider applications. The school will endeavour to inform parents, by letter, of the outcome of their application at least six weeks in advance of the start date of next term.

If a child is offered a place, parents must confirm acceptance by letter or email to the school by the date stipulated in the offer letter, otherwise other children may be refused places unnecessarily. The final decision on when the child is admitted rests with the Headteacher and the Governing Body.

### **APPLICATION PROCESS**

The governors will consider all applications in accordance with the agreed criteria set out in priority order below. Length of time in the waiting pool will not be taken into account. These criteria will only apply if the Nursery is oversubscribed and therefore cannot admit all of the children whose parents are applying for a nursery place.

Documentary evidence is required and should be submitted with the application form to support applications, including proof of the child's main residence. Random checks will be made to ensure that the information of the application is correct.

### **WAITING POOL**

Children whose application is unsuccessful will be placed in a waiting pool and will be notified as and when a place becomes available.

### **ADMISSION CRITERIA**

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

These admissions criteria below apply to the initial offers as well as in year offers made to those in the waiting pool.

1. Looked after and previously looked after children
2. Where there is an exceptional social or medical need for a place at the school
3. Children of staff members who will be working at the school in September 2026
4. Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer** with a **sibling on role** at Send CofE in September 2026
5. Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer**
6. Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer** with a **sibling still role** at Send CofE in September 2026
7. Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer**
8. Children who will turn **3 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer** with a **sibling still role** at Send CofE in September 2026
9. Children who will turn **3 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer**
10. Children who will turn **3 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer** with a **sibling still role** at Send CofE in September 2026
11. Children who will turn **3 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer**

### **Tie-Break**

Proximity to the Nursery will be used as a tiebreak to decide who has the highest priority for admission when two or more applications cannot otherwise be separated. Applicants will be ranked according to the straight line distance from the address point of the child's home, as set out using Surrey County Council School map, using the school postcode GU23 7BS.

### **ATTENDANCE**

Children at the Nursery are expected to attend all sessions.

As the children in the Nursery are not of compulsory school age, we are able to grant leave of absence for holidays. We ask that parents inform us of any absence following the school procedures. Please be aware that the Education (Pupil registration) (Education) Regulations 2006: Regulation 8.

[www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made](http://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made) allows us to remove a child who has been absent for more than 20 consecutive days without authorisation from the roll. Their space will then be offered to a child from the waiting pool.

The School collates and monitors attendance information for all children each half term in line with safeguarding good practice.

## Send Church of England Primary School



Send Barns Lane  
Send, Woking  
GU23 7BS  
Tel: 01483 223464

Headteacher: Mrs Marianne McDonnell

### Nursery Application Form

Please note that completing this form does not guarantee a place.  
Governors will consider applications received in accordance with the Nursery Admission Policy.

- Complete each section of the application form and sign it
- Return it to the school office for the attention of Mrs Brown and include:
  - Proof of the child's date of birth (photocopy of birth certificate or passport)
  - Proof of child's address (e.g. official letter or utility bill in name of parent completing the form).

You will be notified by Mrs Brown the term before your child is due to start if you have been successful in obtaining a place.

Child's Family Name (Surname)	
Child's First Names	
Name by which the child is known as (if different)	
Date of Birth	
Child's permanent address	
Parent/Carer's Name	Mr/Mrs/Ms/Miss (please indicate)
Parent/Carer's contact telephone number	

Parent/Carer's email address	
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**Admissions Criteria**

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Please indicate which category your child/ren are in. If you are unsure which category your child is in, please contact the office for advice.

- Looked after and previously looked after children
- Where there is an exceptional social or medical need for a place at the school (please give details below)
- Children of staff members who will be working at the school in September 2025
- Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer** with a **sibling on role** at Send CofE in September 2026
- Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **30 hour offer**
- Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer** with a **sibling on role** at Send CofE in September 2026
- Children who will turn **4 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer**
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- Children who will turn **3 years old** between 1 September 2026 and 31 August 2027, wishing to take up the **15 hour offer**

If you are applying for a place under the **exceptional social or medical need** for a place at the school category, please give further information here: *(you may continue on a separate sheet if necessary)*

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Name and ages of any siblings who will be on roll at Send CofE Primary school at the time of admission:

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I certify that the information I have given on this form is correct to the best of my knowledge. I understand that any place offered may be withdrawn if I deliberately give false information.

Parent/Carer's Name

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Signed.....

Date.....

Note: The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school website or contact the school for a hard copy.