



Nursery Admission Policy 2025/2026



The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools. Parents and guardians wishing to apply for a place must complete the Town Farm Nursery application form, available from the school office or website. It should be submitted directly to the school in accordance with the dates detailed below. The nursery offers three separate sessions as follows:

- Monday and Tuesday, 8.45am – 3pm, Wednesday 8.45am – 11:30am
- Wednesday 12.30pm – 3pm, Thursday & Friday, 8.45am – 3pm
- Monday – Friday 8.45am – 3pm (For those eligible for 30 hours)

Places for three-year-olds

All children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available. When the nursery is over-subscribed for a three-year-old place, applications for entry in 2025/2026 will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Staff Children
- d) Children who will have a sibling attending the nursery or the main school at the time of admission
- e) Children who were born between 1 September 2021 to 31 August 2022 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- f) Children who were born between 1 September 2022 to 31 December 2022 (these children will be able to stay on in nursery for another year in 2026/27 as they will not be due to start Reception until September 2027)

Where any category is oversubscribed, children will be ranked according to the straight-line distance that they live from the school with priority being given to children who live closest to the school.

Notes

1. Looked after and previously looked after children

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 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 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);
- 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. 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.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

2. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as 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 this school and why no other school could meet the child's needs.

In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. 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. 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.

Providing evidence does not guarantee that a child will be given priority at this school and 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 at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine childminding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

3. Staff Children

Priority will be given to a child if their parent(s) is/are a permanent member of staff at this school and meets either or both of the following circumstances:

- a) 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
- b) the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

For applications made as part of a normal intake, the length of employment will be considered as at the closing date for applications. For in-year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as at the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

4. Siblings

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 and that sibling is still expected to be on roll at the school at the time of the child's admission.

A mainstream child will also be given sibling priority for this school if they have a sibling with a final EHCP that names the school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

5. Any Other Children

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by the Ordnance Survey to the nearest official school gate for pupils to use. See section 6 for information on the definition of home address.

Parents can view Surrey's School map to see their home to school distances at www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school.

Eligibility for 30 Hours

- For families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year
- It's a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

Procedures for Admission

The school will endeavour to inform parents and guardians of the outcome of their application by letter at least one term before admission. The school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place, they must confirm acceptance directly with the school by the date stipulated in their 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.

Where the nursery is oversubscribed, it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at the school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

The school will hold four places for the 30 hours offer until the end of the November 2024. If the places remain empty, they will be released to accommodate the 15 hours offer.

Timetable for September 2025 admissions

3 rd February 2025	Deadline for receipt of applications
10 th March 2025	Nursery outcome letters will be sent by first class post
4 th April 2025	Deadline to accept or decline offers of a place

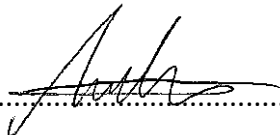
Late applications

Applications received after 3rd February 2025 will be treated as a late application and will be considered after 7th May 2025.

In-year admissions

Applications received after 1st 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 oversubscription criteria.

To be reviewed: Autumn Term

Signed:.......... (Head Teacher)

Signed:.....Chair of Governors