

Darley Dene Primary School Nursery Admissions Policy 2025/26

Admission into Darley Dene Primary School Nursery is administered by the school. Parents and guardians wishing to apply for a place must complete the Darley Dene Primary School Nursery application form, available from the school offices or on our [Website](#)

The nursery offers two separate sessions. These are:

- 15 hours: Monday & Tuesday, 9.00am- 3.00pm, Wednesday 8.30am– 11.30pm
- 15 hours: Wednesday 12.15pm – 3.15pm, Thursday & Friday, 9.00am – 3.00pm

Places for 2 year old children

From our advertised nursery pupil admission number, (PAN) up to 4 places are allocated for children entitled to the free Early Years' Education for 2 year olds (FEET) funding.

In the event of being over-subscribed places will be allocated according to the criteria detailed below. These children will be eligible to join the nursery from the term after they turn 2 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 3-year-old place. Evidence of FEET funding will need to be provided on application. If FEET funded 2 year-old places are under-subscribed, the additional 2 year old places will be offered to parents who are eligible for working parent entitlement. If FEET funded and working parent places are under-subscribed the additional 2 year-old places will be available to parents who are able to fund the 15 hours themselves.

All 2 year old places will be allocated as below:

- 1) Looked after and previously looked after children
- 2) Children of staff at Darley Dene Nursery & Primary School
- 3) Age (allocated by term of birth date)
 - a) Children who have a sibling attending the nursery or the main school at the time of admission
 - b) Non-sibling and who live closest to the nursery/school

For more information on Free Early Education for 2 year olds please see 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.

For more information on working parents entitlement please see website at <https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/30-hours-funded-childcare-for-working-parents#5A>

Whilst this admission code gives 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 Darley Dene Primary School does not guarantee your child a Reception 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 for Reception entry. Details of Reception admissions can be found on the Surrey County Council's admission pages.

30 Hours

30 hours: Monday, Tuesday, Thursday and Friday 9.00am – 3.00pm Wednesday 8.30am – 3.15pm
Whilst offering the allocated number of 15-hour government funded nursery places will take priority, if spaces allow, there may be the opportunity to offer 30 hours childcare.

This could either be offered to parents claiming 30 hours free childcare or parents who may want to fund the additional 15 hours themselves.

If any 30 hour places are available these will be allocated as below:

- 1) Looked after and previously looked after children
- 2) Age (allocated by term of birth date)
 - a) children who have a sibling attending the nursery or the main school at the time of admission
 - b) Non-sibling and who live closest to the nursery/school
 - c) already attending our nursery

Check the Gov.uk website for more information and to apply for your code. Once you have received your code you will need to complete a 30 hour funded eligibility form to be returned back to the school office. Only once this is confirmed with Surrey County Council can we confirm the 30 hour place.

Places for three/four year olds

All children will be eligible for admission to our nursery class in the term after they turn 3 years old, although admission will be subject to an application being made and places being available.

Allocation of places when the nursery is over-subscribed until 31st August 2026

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

1. Looked after and previously looked after children
2. Children who will have a sibling attending the nursery or the main school at the time of admission
3. Children who live closest to the nursery/school.
 - a) Children who will turn 4 years old between 1st Sept 2024 and 31st August 2025. (This is to give priority to older children who will be due to transfer to their Reception year in the next academic year)
 - b) Children who will be 3 years old between 1st September 2024 and 31st August 2025. (These children will be able to stay on in nursery for another year as they are not due to start school until the following September)
4. Any other applicant

Procedures for admission

The school will endeavour to inform parents and guardians of the outcome of their application by email as soon as possible. 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 email or 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; parents may request a preference but this will be subject to availability and cannot be guaranteed.

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.

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 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); and
- Children who appear (to the Trust) 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

Second priority: Children of staff Priority will be given to a child if their parent is a permanent member of staff at the 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 is recruited to fill a vacant post for which there is a demonstrable skill shortage

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

A "sibling" will include:

a) a full or adopted brother or sister (sharing both parents) regardless of whether they live with the applicant child or not; and/or

b) a half-brother or half-sister (sharing one parent), step-brother or step-sister (one child's parent is married to the other child's parent), foster brother or sister (in the care of the Local Authority as defined above and a child of a cohabiting partner (in a relationship with, and living with, the applicant child's parent) and in all cases where the sibling and the applicant child are brought up in the same core family unit at the applicant child's home address as defined below. This would include half, step or other siblings who were adopted but do not fall into (a).

For the avoidance of doubt, the children of extended family members (e.g., cousins) or friends will not meet the definition of a "sibling" under this policy, even where they live at the same home address as the applicant child. The sibling must be on the roll of the school/ nursery at the time of application, and expected to be at the time of admission of the applicant child. 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.

Fourth priority: Distance from school the address must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. Where two children live equidistant from the school, the school will draw lots to determine which child should be given priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the main gate of the Knowle Green site. This is calculated using the Surrey County Council Admission and Transport Team's Geographical Information System.

Where two or more children share priority for a place, e.g., where two children live equidistant from a school, the School's Admissions 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's Admissions Officer will use random allocation to determine which child should be given priority.

If after the allocation one or more places can be offered but there are not sufficient places for all of them, each child will be offered a place. An offer of a place based on where the child lives is conditional on the child being resident at this address at the closing date of application, unless a change of address for good reason has been accepted.

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/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

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. All distances will be measured by the computerised Geographical Information System. The address to be used for the initial allocation of places to nursery will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area.

The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Waiting lists Where there are more applicants than places available, waiting lists will operate according to the admission criteria, outlined above and without regard to the date the application was received or when a child's name was added to the waiting list.

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 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); and
- (With effect from 1 September 2021) children who appear (to the Trust) 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

Second 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.

Third priority: children who live nearest to the nursery/school

For the normal intake to the nursery, the nearest child will be defined as the child living closest to the nursery, who is of the appropriate age-range. The distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the main entrance gate on Garfield Road. This is calculated using the Admission and Transport Team's Geographical Information System.

Within the admission arrangements, the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to child arrangements order and that order stipulates that the child will live with one parent / carer more than the other, the address used will be the one where the child is expected to live for the majority of the time. For other children, the address 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, the school will accept an application from the parent / carer who is registered for child benefit.

The school/nursery will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will a temporary address be accepted if it is believed that it has been used solely or mainly to obtain a nursery place when an alternative address is still available to that child. All distances will be measured by the computerized Geographical Information System.

The address to be used for the initial allocation of places to nursery will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area.

The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school of any change of address.

Fourth 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.

Waiting lists

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