



Nursery Admissions Policy 2027/28

St Paul's CofE Primary School & Nursery

Admission arrangements for the 2027/28 academic year

1. Status and Admissions Authority

Surrey County Council sets the admission criteria for community and voluntary controlled school nurseries, including St Paul's CofE Primary School & Nursery. Surrey has delegated the process of nursery admission to the Governing Body. The Governing Body therefore administers applications, offers places, maintains the waiting list and allocates sessions, but it must apply Surrey County Council's determined nursery admission criteria and cannot vary those criteria.

Nursery admissions are not governed by the School Admissions Code in the same way as statutory school admissions. However, the principles of transparency, fairness and equity apply. This policy must be read alongside Surrey County Council's determined admission arrangements for 2027/28.

2. Nursery Provision

St Paul's operates a term-time nursery for children aged 2 to 4 years. Places are offered subject to available capacity, staffing, the age of the child and the relevant admission and funding rules.

The Nursery offers funded provision in patterns totalling 15 or 30 hours per week where a child is eligible and where the required sessions are available. Additional paid provision may also be offered subject to capacity and the Nursery Terms and Conditions.

Admission to St Paul's Nursery does not guarantee, or give priority for, admission to Reception at St Paul's CofE Primary School. A separate Reception application must be made through the statutory admissions process by the relevant deadline.

3. How to Apply

The normal application route for St Paul's Nursery is through Nursery in a Box, accessed via the school website. Applications are submitted directly to the school.

A paper application form based on Surrey County Council's 2027 nursery application template is included at Appendix 1 and may be used where an online application is not appropriate or accessible. The same admission criteria apply regardless of whether an application is submitted online or on paper.

The school will publish its application and offer dates. Applicants should apply by the stated closing date to be considered in the initial allocation. Late applications will be considered in accordance with the same criteria and subject to places remaining available.

Parents may indicate preferred sessions, but session preference is not used to decide whether a child qualifies for an offer of a place. Session allocation takes place after the school has determined that a place can be offered.

4. Funded Early Education and Childcare

Funding eligibility and nursery admission are related but separate matters. Being eligible for funded childcare does not automatically guarantee a place at St Paul's, and an offer of a nursery place does not automatically mean that all requested hours or session patterns can be provided.

4.1 Universal entitlement for 3- and 4-year-olds

All 3- and 4-year-old children are entitled to 15 hours of funded early education or childcare per week for 38 weeks of the year, beginning from the relevant term after their third birthday in accordance with national funding rules.

Surrey's admission arrangements also allow a child to be admitted to a nursery class from the day the child turns 3, if a place is available. However, the school cannot claim the universal 3- and 4-year-old funding until the child reaches the relevant funded start date. Where a family wishes a child to attend before funding starts, any paid provision will be subject to availability and the Nursery Terms and Conditions.

4.2 Working Parent Entitlement

Eligible working parents of children from 9 months old to school starting age may receive up to 30 hours of funded childcare per week for 38 weeks of the year, subject to the national eligibility rules and a valid eligibility code.

Parents are responsible for applying for the entitlement, providing the required eligibility code and reconfirming their eligibility within the government's required timescales. Funding normally begins from the relevant funding period after the child reaches the qualifying age and the eligibility requirements have been met.

St Paul's is a term-time setting and therefore offers funded hours across its term-time provision. The school will confirm the session pattern it can offer once a place has been allocated.

4.3 Funded Early Education for 2-year-olds (FEET / extra-support entitlement)

Some 2-year-old children are entitled to 15 hours of funded early education per week for 38 weeks of the year because the child or family meets the relevant extra-support eligibility criteria. In Surrey this is commonly referred to as Funded Early Education for Two-year-olds (FEET).

This funding normally begins from the term after the child's second birthday once eligibility has been confirmed. Surrey advises that FEET cannot be backdated and that, once eligibility is confirmed, the child can continue to receive that entitlement even if the family's circumstances later change.

A 2-year-old may in some circumstances qualify for both the FEET entitlement and the Working Parent Entitlement. Where national eligibility rules permit, these schemes can together provide up to 30 funded hours per week for 38 weeks of the year.

4.4 Funding checks, additional hours and charges

Parents must provide the information and consent reasonably required for the school and Surrey County Council to validate funded entitlement. The school will not charge a funded entitlement hour. Charges may apply for additional hours beyond th

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entitlement and for permitted optional extras in accordance with the Nursery Terms and Conditions and the school's Charging and Remissions Policy.

Requests for additional paid nursery provision will only be considered after applications for funded early years entitlement have been processed and will remain subject to capacity.

5. Admission of 2-year-olds Eligible for FEET

Where St Paul's admits 2-year-olds who meet the eligibility criteria for FEET and there are more eligible applicants than places available, Surrey County Council requires applications to be ranked in the following order:

- a) Looked after and previously looked after children.
- b) Children with exceptional social or medical need.
- c) Children of staff.
- d) Children who will have a sibling attending the Nursery or the main school at the time of admission.
- e) Any other eligible children.

Where a 2-year-old is admitted because they meet the eligibility criteria for FEET, Surrey's determined arrangements provide that they will automatically be entitled to take up a 3-year-old nursery place. The number of places available to other 3-year-old applicants will therefore reduce accordingly.

Other applications for 2-year-old provision, including Working Parent Entitlement or paid provision where applicable, remain subject to available places, funding eligibility and the school's session capacity.

6. Admission of 3- and 4-year-olds

Children may be admitted from the day they turn 3 where a place is available. Where the Nursery is oversubscribed for a 3-year-old place for entry in 2027/28, Surrey requires applications to be ranked in the following order. These criteria are applied first to children wishing to take up funded early years provision, before considering other 3-year-olds who are not yet eligible for funding:

- a) Looked after and previously looked after children.
- b) Children with exceptional social or medical need.
- c) Children of staff.
- d) Children who will have a sibling attending the Nursery or the main school at the time of admission.
- e) Children who will turn 4 years old between 1 September 2027 and 31 August 2028.
- f) Children who will turn 3 years old between 1 September 2027 and 31 August 2028.

7. Definitions Used in the Admission Criteria

7.1 Looked after and previously looked after children

This includes children who are in the care of a local authority or provided w

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a local authority under section 22 of the Children Act 1989; children who were previously looked after and left care through adoption, a child arrangements order or special guardianship order; and children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted. Evidence may be requested where required.

7.2 Exceptional social or medical need

Exceptional social or medical circumstances may relate to the child or to a parent/carer. Supporting evidence from an appropriate professional must explain the circumstances and why St Paul's Nursery is the particular setting required. Providing evidence does not in itself guarantee priority. Common medical conditions, allergies and routine childcare arrangements would not normally amount to exceptional need where they can reasonably be supported in other settings.

7.3 Children of staff

Priority under this criterion applies where a parent/carer is a permanent member of staff at the school and either:

- has been employed at the school for two or more years at the relevant application date, on a full- or part-time basis; and/or
- was recruited to fill a vacant post for which there is a demonstrable skills shortage.

7.4 Siblings

A sibling includes a brother or sister, half-brother or half-sister, stepbrother or stepsister, adoptive sibling or foster sibling living as part of the same family unit. Sibling priority applies where the sibling is expected to be attending St Paul's Nursery or the main school at the time of the child's admission.

8. Distance, Home Address and Tie-Breaking

Where any admission category is oversubscribed, children will be ranked by straight-line distance from the child's home address to the school, with priority given to children living closest.

The home address must be the child's normal place of residence and must not be a business, childminder's or other convenience address. Where a child lives at more than one address, the address will be determined in accordance with Surrey County Council's current definitions and evidence requirements.

If two or more children have equal priority and cannot be separated by distance, random allocation will be used in accordance with Surrey County Council's determined arrangements. The treatment of twins, triplets and other multiple births will follow Surrey's current determined arrangements.

9. Offers and Acceptance

The Nursery will endeavour to inform parents of the outcome of their application at least one term before the intended admission date where the application timetable allows.

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If a place is offered, the parent/carer must accept it by the deadline stated in the offer. St Paul's normally allows 10 working days to accept an offer. Where no acceptance is received by the deadline and no extension has been agreed, the offer may be withdrawn and offered to the next eligible child.

Once a place has been accepted, the child should start on the agreed admission date. If the child does not take up the place within 10 school working days of the agreed start date and the parent has not agreed an alternative arrangement with the Nursery, the school may withdraw the place after making reasonable attempts to contact the family.

10. Session Allocation

The final decision regarding admission and the allocation of available nursery sessions rests with the Governing Body, acting within Surrey County Council's determined admission arrangements.

A place is determined before session preferences are considered. The school will then allocate a suitable session pattern having regard to the child's funded entitlement, available places, staffing, operational arrangements and the preferences expressed by the family where these can reasonably be accommodated.

11. Waiting List

Where there are more children than places available, the Nursery will maintain a waiting list in admission-criteria order. The waiting list is not operated on a first-come, first-served basis. A child's position may therefore change when new applications are received or relevant circumstances change.

12. Data Protection

Personal information supplied in connection with a nursery application will be processed for the purpose of administering nursery admission, funding and related statutory functions. Information may be shared with Surrey County Council and other bodies where lawful and necessary. Further information is available in the school's privacy information on the school website.

13. Monitoring and Review

This policy will be reviewed annually, or sooner if Surrey County Council changes its determined nursery admission arrangements, national early years funding rules change, or the school's provision changes.

Date of Policy: August 2026

Applies to Admissions: 2027/28

Review Date: August 2027, or earlier if required

Policy Lead: Assistant Headteacher and School Business Manager

Approved by: Headteacher and Governing Body

Appendix 1 - Surrey Nursery Application Form 2027

Paper alternative/reference form. St Paul's normal application route is Nursery in a Box via the school website. This appendix follows the Surrey County Council template supplied for 2027 applications. The same admission criteria apply to online and paper applications.

Application for admission to a Surrey community or voluntary controlled nursery in September 2027

Nursery School Name: St Paul's CofE Primary School & Nursery

Address: The Cardinals, Tongham, Farnham GU10 1EF

Telephone: 01252 400222

Return by: [INSERT SCHOOL CLOSING DATE]

- Completing this form does not guarantee a place.
- Governors will consider applications received by the deadline in accordance with the nursery admissions policy.
- Please read the nursery admissions policy before completing this form.
- Please complete the form and return it to the school by the closing date.
- You will be notified by the school if your child has been allocated a place.

1. Child's details

Child's surname: _____

Child's first name: _____

Child's middle name(s): _____

Date of birth (dd/mm/yyyy): _____

Which term would you like your child to start nursery? Autumn / Spring / Summer

Gender: Male / Female

Child's home address: _____

2. Children in public care

Is the child in the care of a local authority? Yes / No

If no, has the child previously been in care and did they leave care through adoption, a child arrangements order or a residence order; or were they adopted from state care abroad? Yes / No

If yes to either question, state the local authority or care authority abroad and provide evidence:

3. Social or medical needs

Does the child have a social or medical need for a place at this nursery? Yes / No

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If yes, provide details and independent supporting evidence:

4. Children of staff

Has a parent/carer of the child been employed at the nursery/school on a full- or part-time basis for two or more years at the closing date for applications? Yes / No

Has the parent/carer been recruited to fill a vacant post for which there is a demonstrable skills shortage? Yes / No

If yes to either question:

Parent/carer first name: _____

Surname: _____

Start of employment: _____

5. Siblings

Will the child have a sibling attending the Nursery or the main school at the time of admission? Yes / No

If yes, give the sibling's name(s) and date(s) of birth:

6. Applicant's details

Title: _____

First name: _____

Surname: _____

Address, if different from child's address: _____

Telephone (day): _____

Telephone (evening): _____

Mobile: _____

Email: _____

Do you have parental responsibility for this child? Yes / No

Relationship to child: Mother / Father / Step-parent / Carer / Social worker / Other relative / Other contact

If other, provide details: _____

Additional contact title: _____

Additional contact first name: _____

Additional contact surname: _____

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Additional contact relationship to child: _____

7. Declaration of parent/guardian/carer

I wish to apply for a place at the nursery school named above. I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I understand that if I give false or deliberately misleading information, withhold relevant information, or provide false supporting documents, this may lead to the withdrawal of an offer of a nursery place. I understand that I must notify the Nursery of relevant changes, including any change of address.

Signature of parent/guardian/carer: _____

Date: _____

Personal Information

We respect your rights and are committed to protecting personal information. Information provided with this application will be used for nursery admission and related purposes in accordance with applicable data protection law. The school may share the minimum information necessary with Surrey County Council and other organisations where lawful and necessary. Further information about how St Paul's manages personal data is available in the school's privacy information on the school website.