



ACORNS NURSERY ADMISSIONS POLICY 2025-2026

A child will be eligible for admission to nursery from the term after they turn three years old. Some children will be eligible after their second birthday. Admission is subject to availability see Terms and Conditions.

All 3 and 4 year old children are eligible for 15 hours of Funded Early Education (FEE) the term after they turn 3. Some 3 and 4 year old children are eligible for an additional 15 hours Working Parents Entitlement. Where parents are eligible for additional Government funding (i.e. Working Parents Entitlement), it is their responsibility to ensure that they reconfirm eligibility as required, and provide Claygate Primary School with the relevant eligibility codes.

The admission of Nursery children is delegated to the Governing Body of Claygate Primary School. Completed applications should be submitted to the school office by the dates below. Spring and Summer termly admissions are **subject to availability of spaces following the Autumn term intake.**

Child's start date at nursery	Deadline Date	Offer of place
Autumn term September 2025	Monday 3 March 2025	Tuesday 18 March 2025
Spring Term January 2026	Monday 27 October 2025	Tuesday 11 November 2025
Summer Term April 2026	Monday 19 January 2026	Tuesday 3 February 2026

* Late applicants will also be considered, subject to availability.

Criteria for admission to the nursery

The Governing Body of Claygate Primary School will offer children a place in the nursery according to the criteria in the following order of priority. The school will endeavour to inform parents in writing the outcome of their application by the dates in the above table. If a child is offered a place, parents must confirm acceptance to the school by the date stipulated by the school, or their offer will expire and no longer be valid.

Where the nursery is over-subscribed applications will be ranked in the following order:

Admissions criteria for rising threes, three and four year olds

1. Looked After Children and previously Looked After Children (see note a)
2. Children of staff currently employed by Claygate Primary School (including Acorns Nursery)
3. Exceptional Circumstances (see note b)
4. Children who will be two, three and four years old at the time of admission and are siblings of children who will be on roll at Claygate Primary School at the time of admission (see note c). Supplementary information must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

5. Children who will turn 4 years old during the academic year (from 1st September to the following 31st August) for which entry is sought.
6. Children who will turn 3 years old during the academic year (from 1st September to the following 31st August) for which entry is sought. Please note that this includes siblings who are not three years old at the time of admission. Those children who were eligible for funding as a two year old will have priority. After those children, eldest by term have priority.

Admissions criteria for two year olds (who will not turn three during this academic year)

1. Working Parent Entitlement eligibility. If more than one child has eligibility, the eldest by term has priority.
2. For all other children, the same criteria applies as for three and four year olds (1) to (3) above.

Notes

a. 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); and
- 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

b. Exceptional social/medical need

A child who has a serious medical condition or there are sensitive family circumstances which make it essential that the child attends Acorns nursery, rather than any other. Appropriate documentary evidence must be submitted at the time of application for consideration by the governors, making clear why attendance at this nursery is essential.

NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

c. 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, 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.

d. Over subscription criteria

For the normal intake to the nursery, where there are more children within a criteria than spaces available, the home to school distance will be used to prioritise places. The 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 nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

The final decision with regard to admissions and the allocation of sessions will rest with the Governing Body of the school. If you are unsuccessful in your application and you wish to lodge an appeal, please contact the Chair of Governors in writing, via the school office, within two weeks of the decision being made.

Waiting list

The nursery operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered and places are offered in accordance with the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list until the parent requests they are removed or fails to respond to a letter asking if they wish to remain on the list. Please note that length of time on the waiting list will not be taken into account and the school does not operate a 'first come, first served' basis for allocating places.