**Admission Policy and Arrangements**

Written: June 2022

Review Date: June 2023

**Ongar Place Nursery offers up to 24 places per session**

For our **3 and 4 year olds,** we offer 30 hour funded places from Monday – Friday 9:00am – 3:00pm. (3.30pm on a Wednesday)

We offer 15 hours funded places  on a 2 and half day model.

**Option 1**:  Monday, Tuesday full days (9:00 am – 3:00 pm) with Wednesday mornings (9:00 am – 12:00 pm)

**Option 2** : Wednesday afternoons (12:30 pm – 3:30 pm) with full days on Thursday and Friday (9:00 am – 3:00 pm).

We have limited places for **2 year old** children entitled to Funded Early Education for two-year-olds (FEET funding) these are offered as morning sessions 9.00 am - 12.00 noon

If there are spaces available parents can book self-funded places at a cost of £24 per session (9.00 am - 12.00 noon or 12.00 noon to 3.00 pm (12.30 pm - 3.30 pm Wednesday). These can be booked in advance on a termly basis.

Admission will be subject to an application being made (see below) the parental contract being signed and places being available.

If places are available and there are no children eligible on the waiting list places will be allocated on application.

Children can join Ongar Place Nursery at the start of any term throughout the school year, dependent on date of birth. In exceptional circumstances the Governing Body will admit children during the term.

**Admission criteria**

If places are available and there are no children eligible on the waiting list places will be allocated on application.

The Local Authority has delegated the admission of nursery children to the Governing Body of community and voluntary controlled schools, therefore parents wishing to apply for a place at Ongar Place Nursery must complete the application form and submit it directly to Ongar Place Nursery.

When Ongar Place Nursery provision for three and four year olds is over-subscribed, applications for entry in 2022/2023 will be ranked according to the following criteria:

**First priority: Looked after and previously looked after children.**

Looked after and previously looked after children will be considered to be:

• children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children’s Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children’s Act 1989).

**Second priority: Exceptional social or medical need for a place at the nursery including those with Special Educational Needs.**

Occasionally there may be a child or children for whom exceptional social or medical circumstances will apply which will warrant a placement at Ongar Place Nursery. 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/children should attend Ongar Place Nursery and why no other nursery could meet their needs. Providing evidence does not guarantee that a child will be given a priority place 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 Ongar Place Nursery above any other. The decision will be made by the Governing Body of Ongar Place Primary School.

**Third priority: Children who will have a sibling attending the nursery or the school at the time of the child’s 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 Ongar Place Primary School at the time of the child’s admission (September 2022).

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child’s home address to the school (see paragraph v).

**Fourth priority: Children who will turn 4 years old between 1st September 2021 and 31st 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 have only one term left to attend nursery

**Fifth priority: Children who will be 3 years old between 1st September 2021 and 31st August 2022.**

Where these children already attend Ongar Place Nursery they will be able to stay on in nursery for another year in 2022/23 and will be due to start in Reception in September 2024.

Admission to Ongar Place Nursery does not guarantee admission to the Reception Class. Applications for Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.

**Waiting lists**

Where there are more children than places available, a waiting list will operate according to the oversubscription criteria. Where children reach the same priority the place will be given to the application that was received the earliest and the child’s name was added to the waiting list.

Ongar Place Nursery may allow parents to pay for extra nursery provision beyond their free entitlement. However, such requests will only be considered once all applications for the free early years’ entitlement have been processed.

**How can I apply for a place?**

You should register your child for a nursery place well before their third birthday. We take applications from when children are born. You will need to complete an Application Form available on the school website or from the Ongar Place Primary School office.

Ongar Place Nursery will endeavour to inform parents of the outcome of their application by letter as soon as possible. If a parent 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 sessions will rest with the Governing Body of Ongar Place Primary School.

Ongar Place Nursery will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.

Prior to starting Nursery parents will be invited to discuss any medical issues/special requirements and generally to talk to the staff to discuss nursery life and how the curriculum is being delivered.

Prospective applicants wishing to visit the Nursery may do so by contacting the Nursery and booking an appointment.