



Trinity Oaks

CofE Primary School

**Trinity Oaks Church of England Primary School
Brookfield Drive, Horley, Surrey RH6 9NS**

Admission policy for the School's 'Acorns Nursery' 2024/25

Our Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the school's 'Acorns Nursery' and this policy is written in line with our School Admission Policy.

Number of Places

There are 52 part time nursery places available.

Age of admission

- Priority will be given to children who will have their 4th birthday between 1st September 2024 and 31st August 2025. These children will be admitted in September 2024 and receive three terms of nursery education before they are eligible for admission to a reception class in September 2025.
- Thereafter, children who will be 3 years old between 1st September 2024 and 31st March 2025 will be considered for any remaining places from the start of the term following their 3rd birthday. This is at the Headteacher's discretion. (These children will be able to stay on in the nursery for another year 2025/26 until they are eligible for admission to a reception class in September 2026).

Thereafter, the Headteacher has discretion to consider any children who will be 3 years old between 1st April 2025 and 31st August 2025 for any unfilled places from the date of their 3rd birthday. (These children will also be eligible to stay on in 2025/26).

Application Procedure

Application forms for Nursery places are available from the school office and should be returned by **15 January 2024**. Applications received after this date will be considered for any remaining places.

If there are more applications than Nursery places, the oversubscription criteria set out below will be used to offer places. Parents will be informed in writing of the outcome of their application no later than 1 March 2024.

Allocation of session times

The week is divided into 10 x 3 hour sessions with parents normally being allocated 5 morning or 5 afternoon sessions. There are 26 places available at each session (equivalent to a total of 52 part time places). Parents are asked to state their preferred session times on the application form.

The offer of a nursery place does not guarantee a preferred session time. If more than 26 of those offered a place prefer the same session time, the oversubscription criteria set out below will be used to allocate session times.

Oversubscription Criteria

If there are more applicants than nursery places available, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1);
- (ii) children with an exceptional and professionally supported medical or social need for a place at the nursery (see note 2);
- (iii) children who will have a brother or sister (see note 3) in the school at the time of admission;
- (iv) children in order of nearness of the home to the school (see note 4).

In the event of oversubscription in any of the above criteria, distance (as measured in (vi) above) will be used to determine between applicants. If two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Notes

- 1 Looked after children are children who are in the care of local authorities or provided with accommodation by the Local Authority as defined by section 22 of the Children Act 1989 (a), e.g. fostered or living in a children's home, at the time an application to the school is made. Previously looked after children are 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 arrangement 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 are under an agreed series of short-term placements (such as respite) are excluded. The Governors will require written confirmation that the child is looked after or previously looked after at the time of application to the school.
- 2 This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- 3 Qualifying siblings are brothers and sisters, half-brothers and sisters, stepbrothers and sisters, foster and adopted brothers and sisters who share the same home.
- 4 Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from the address point of a child's home address to the school's main gate). The child's home will be their normal place of residence, in the case of formal equal shared custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

Waiting list

If the nursery is over-subscribed the School will maintain a waiting list which is ordered in accordance with the oversubscription criteria. Parents may request in writing to join the waiting list.

Appeals

There is no right of appeal against refusal of a nursery place.

Please note that attendance at the school's nursery does not guarantee a place in the Reception class of the school.