



**Farnborough Grange Nursery School, part of
Farnborough Grange Nursery/Infant Community School**
An Academy in The Good Shepherd Trust

**Nursery Admission Policy 2026-2027
for Three and Four Year Old Children**

Farnborough Grange Nursery is part of a fully inclusive School that warmly welcomes families from all faiths or no faith, communities, cultures and backgrounds.

The Good Shepherd Trust is the Admission Authority for the school (including the nursery class) and children are admitted only in accordance with this policy and the order of priorities given below.

There are 52 places allocated for each session.

Please note that there is no right of appeal if a place is not offered therefore parents are encouraged to very carefully read the over-subscription criteria below.

Over-Subscription Criteria

1. Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted - children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.

2. Children for whom there is a Recommendation for Nursery Education on the basis of Special Educational Needs. The recommendation must be by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer. A full review meeting must be held before a child is offered a place, to determine the Nursery capacity to meet the need.

Examples of special educational needs, in no order of priority, might include:

- emotional and behavioural needs
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language needs
- visual difficulties

3. Children with Social Needs, based on information provided to the Headteacher as part of the application process.

Examples of social needs, in no order of priority, might include:

- children of multiple births (twins, triplets etc)
- a child with limited play space in an over-crowded home
- a child who has two or more siblings (see definition) under four years of age
- a child on the child protection register
- a child of parents with disabilities
- children with a sibling (see definition) who has a disability that requires a significant amount of additional support
- a child with English as an additional language
- a child who is eligible for the 2 year old education grant
- a child who is eligible for the 30 hours free childcare for working families (*subject to confirmation of such eligibility by the DfE and any identified priority groups within this*)
- a child not meeting developmental milestones e.g. health visitor records

4. Children with a Sibling (see definition) on the school roll who will still be attending Farnborough Grange Nursery/Infant Community School or Grange Community Junior School at the time of admission.

5. Children of Staff – Full-time or part-time members of staff on the school payroll at the closing date for applications and who have been so employed for two or more years at that date OR who have been recruited to fill a vacancy at the school for which there is a demonstrable skills shortage. A **Supplementary Information Form (SIF)** available from the school office or the school website must be completed and submitted by the closing date for applications in order to be considered under this criterion.

6. Any other children whose parents wish them to attend this Nursery School

When over-subscribed, the local committee considers all applications in accordance with the above criteria, set out in priority order. Children with an Education, Health and Care Plan (EHCP) will be admitted to the Nursery within the number of available session places. An EHCP is not an over-subscription criterion.

Eligibility

All children will be eligible for admission into the Nursery class, in the term after they turn three years old, although admission will be subject to an application being made and a place being available. A child may be admitted into the Nursery the term of their third birthday, either as a fee paying or as a FEET funded place.

Nursery Entitlement

The Nursery operates during term time only, offering sessions to three and four year olds totalling 15 or 30 hours per week, depending on the eligibility of the child. A universal entitlement of free 15 hours a week in an early years setting is available for each child from the start of the term following their third birthday. During the term of their third birthday, parents can choose to send their children to nursery using FEET funding if eligible or by paying privately. A child may be entitled to 30 hours per week but please see the Childcare Choices website to check eligibility - www.childcarechoices.gov.uk Parents will need to reconfirm their eligibility for the additional 15 hours every three months. If parents no longer meet the criteria, they will not be able to claim the additional 15 hours free provision. However, they will be given the option to pay for the additional sessions.

Children entitled to 15 hours will be offered their universal entitlement over 5 part-time morning (9:00am-12:00pm) or 5 part-time afternoon (12:00pm-15:00) sessions. For a child entitled to an additional 15 hours per week, the school will identify which session is the child's universal and which session is the extended entitlement. Places for the additional 15 hours per week are limited and will be allocated in accordance with the admissions oversubscription criteria. Parents can access their additional 15 hours of entitlement with other providers if they are unsuccessful in gaining a place at Farnborough Grange Nursery/Infant Community School for this entitlement.

Parents can also pay for additional hours so that their child can attend full time, Monday to Friday 9:00am – 15:00. However, such requests will only be considered once all applications for free early years entitlement have been processed.

Session Times

The Nursery has capacity for 52 children in a session. The session times are:

- 9.00-12.00 3 hours
- 12.00-15.00 3 hours
- 9.00-15.00 6 hours

Application

Parents must complete an application form and provide a copy of your child's birth certificate at the time of application. Please send your application into the school office when your child reaches two years of age, or as soon as possible after that. Please note, you will need your Unique Reference Number (URN) for Early Years Education. The school will consider applications strictly in accordance with the admissions criteria and will let parents know by letter of their decision, where possible at least half a term before admission. Usually this will be by the end of October and May. If a place is offered but no response is received within two weeks, the place will be offered to the next child on the Waiting List. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Please note that attendance at our nursery school does not guarantee admission to the infant school. If your child is currently attending the nursery, you must officially apply for a school place via the LA, in accordance with the Farnborough Grange Infant Community School Admission Policy.

Definitions

Sibling –brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address.

Parent – a natural, adoptive, step or foster parent or other legal guardian

Home Address – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie-Breaker- if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. This is measured using Surrey's Geographical Information System (GIS) in a straight-line distance from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school or multiple addresses with the same address point, priority will be decided by lottery.

Multiple Births - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List – Where the school is oversubscribed, a waiting list (WL) will be maintained until at least 31 December in the admission year. Children who are refused admission will be automatically placed on the waiting list, in accordance with the School Admissions Code. Parents do not need to make a separate request for their child's name

to be added. The waiting list will be ranked in accordance with the oversubscription criteria set out in this policy and not in the order in which applications were received. Whenever a place becomes available, it will be offered to the child at the top of the waiting list at that time. Parents may request that their child's name is removed from the waiting list at any time. The Trust may also contact parents to ask whether they wish their child to remain on the waiting list.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Please contact the school office for details. The right of appeal is entirely separate from the operation of the waiting list. A child's position on the waiting list will not be affected by whether or not an appeal is lodged, heard, or decided.

All Applicants to Note – *the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*