

Leatherhead Trinity School and Nursery Admissions Policy



Status: Statutory	Responsible Manager: Headteacher
Review Period: Annually	Responsible Governor: Chair of Governors
Valid from: September 2025	Next Review Date: September 2026

Aims

This policy aims to:

- Explain **how to apply** for a **nursery place** at Leatherhead Trinity School and Nursery.
- Set out the school's **arrangements for allocating nursery places to the children** who apply

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Admission Procedures – Reception Class

All parents that wish to apply for a **reception place** at Leatherhead Trinity School and Nursery **must follow the Surrey County Council admissions procedures**. Further information can be obtained here:

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-andinfant/apply>.

In the event that the school is over-subscribed places will be allocated by Surrey County Council using their policy on admissions.

Successful admission to the nursery **does not** guarantee admission to the reception class in the school. **Parents will be expected to apply for the reception class of Leatherhead Trinity School and Nursery along with all** other parents who do not have a nursery place.

Nursery Admissions - Roles and Responsibilities

Surrey County Council (SCC) has delegated the admissions of nursery children to the Governing Body.

The Governing Body is responsible for:

- The implementation of SCC policy on admissions to nursery classes;
- Handling appeals concerning nursery places when referred by the Headteacher;
- Publishing admission arrangements annually;

- Consulting with the Local Authority, Church Authorities, and other schools on changes to admission policy;
- Reviewing the policy in consultation with the Local Authority and Church Authorities;
- Dealing with formal complaints from parents.

The Headteacher is responsible for:

- Implementing the admissions policy on behalf of the Governing Body and Local Authority;
- Allocating places in the nursery class;
- Administering the admission process annually;
- Addressing all parental complaints in the first instance.

Monitoring and Evaluation

The Headteacher will inform the Governing Body annually at the start of the summer term of the anticipated uptake and allocation of school and nursery places for the following academic year and in the autumn term to confirm numbers on roll.

Consultation

This policy is to be reviewed regularly (unless statutory changes require more frequent review) by the Headteacher with input from staff, governors, the Church Authorities and the local authority.

Admission Procedure – Nursery Class

Children are normally able to join the nursery class in the term following their third birthday. We aim to offer the children in nursery at least three terms of nursery education prior to entry into reception classes of a mainstream school. Applications for a nursery space can be submitted throughout the academic year.

The Nursery operates sessions:

For 2-4 year olds:

Session 1: Monday (09:00 – 15:00), Tuesday (09:00 – 15:00) & Wednesday (09:00 – 12:00)

Session 2: Wednesday (12:00 – 15:00), Thursday (09:00 – 15:00) & Friday (09:00 – 15:00)

For three and four year olds, the nursery class operate part-time 15 hours Universal Entitlement funded sessions per week and a limited number of 30 hours are available. These 30-hour spaces are made up of 15 hours Universal Entitlement funded and 15 hours **Extended Entitlement. The 30-hour entitlement means that children can attend five full days per week. The 15-hour entitlement means that children can attend either session 1 or session 2 i.e. a split week. The nursery class also offers 15-hour Free Early Education (FEET) places for 2 year olds.

Admissions Criteria for 3 and 4 Year olds

If the number of Nursery applications for 3 year olds exceeds the 52 places available and therefore we cannot admit all of the children whose parents are applying for a nursery place, the Governors will then consider all applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

1.Category A

In this category examples of both special educational and social needs are given. There is no priority within this category, but governors will take into account the severity of the child's needs using the examples given when deciding places within this category. Children with multiple needs will be given priority.

Examples of particular educational needs (in no specific order) might include children:

- on the Child Protection Register, those deemed by Social Services as children at risk or in Local Authority Care
- with emotional and behavioural needs
- with hearing difficulties
- who lack personal interaction and stimulation
- with physical disabilities
- with speech and language needs
- with visual difficulties
- who are referred by the educational psychology service.

The school will seek evidence of needs either in the form of a Consultant's letter or a report from the Multi-Professional team attached to the school.

2. Category B

In this category children with social needs may be admitted. Social need should be based on the information gained by the school as part of the application process. Children with multiple needs will be given priority. Examples of social need which may be considered (in no specific order) might include children:

- who were multiple births (twins, triplets)
- with a confined play-space (those living in a bedsit, top floor flat, hostel, caravan, mobile home or children with no garden)
- with a parent living alone
- with parents under 20 years of age
- in sole care of grandparents
- who has two or more siblings under 4 years of age
- of parents with disabilities or a child who has siblings with disabilities
- who is cared for by a "Young Carer".
- from minority ethnic groups particularly those for whom English is an additional language.
- who is gifted and who lacks social interaction.

3. Category C

a) Children with a brother or sister (including children living as siblings in the same family unit) at the time of admission who requires a significant amount of additional support.

b) Children who at the time of application has a brother or sister (including children living as siblings within the same family unit) on the school roll (including nursery) who will still be attending the school when the younger sibling joins the nursery.

4. Category D

Children living in Leatherhead who have already attended a maintained nursery in another local authority.

5. Category E

Children who will turn 4 years old during the academic year (from 1 September to the following 31 August) for which entry is sought (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery).

6. Category F

Children who will turn 3 years old during the academic year for which entry is sought (these children will be able to stay on in nursery for another year as they will not be due to start Reception until the following September).

There may be occasions when there are not enough places left to allocate to all the applicants satisfying one of the above categories. In this case, the places will be allocated based on proximity of the applicants (within the category) to the nursery, with priority being given to applicants living closest to the nursery. This will be measured using the shortest radial route (straight-line distance) to the Woodvill Road site where the nursery is located.

****Eligibility Criteria for the Extended Entitlement**

A child qualifies for free childcare if they are resident in England and under compulsory school age if both parents are working (or the sole parent is working in a lone parent family), and each earns, on average:

- A weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Less than £100,000 per year

Families where one parent does not work (or neither parent works) will not usually be eligible for the extended entitlement. However, the extended entitlement will be available where:

- Both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed but one (or both parents) is temporarily away from the workplace on adoption leave;
- Both parents are employed but one (or both parents) is temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Admissions Criteria for 2 Year olds

FEET (Free Early Education for two year olds)

Children who are eligible for FEET, with oldest by term having priority.

Further information about eligibility for FEET can be found through Surrey County Council following this link: <https://www.surreycc.gov.uk/children/support-andadvice/families/childcare/paying/funded-early-education-for-2-year-olds#financial>

When applications exceed the number of 2 year old places for those who are eligible for FEET, the same criteria applies as for three and four year olds (a) to (d) above.

How to Apply

Generally you should register your child for a nursery place well before their third birthday (or second birthday for 2 year old places). We take applications from when children are born. Parents wishing their child to attend the nursery must complete an application form (see Appendix 1) and either send or take it to the school office.

Every effort is made to accommodate parent's preference of session. In the event that applications for sessions exceed the number of available places, the Headteacher will take a decision based on available information and in consultation with parents/carers. The school will endeavour to inform parents by letter of the outcome of their application at least one term before admission. If a child is offered a place, parents must confirm acceptance to the school by the date stipulated, otherwise the school may have to refuse places to other children unnecessarily. The final decision on when the child is admitted rests with the Headteacher and Governing Body.

Parents who have been offered a place will be asked to sign a home-school agreement, which includes a section on the importance of good attendance. Those who do not attend regularly without good reason may have their place given to another child on the waiting list.

Waiting List

Where the nursery class is oversubscribed, a waiting list will be maintained in priority order (see Admissions Criteria above). Length of time on any waiting list for the nursery class will not be taken into account when filling places in the nursery class.

Appeals

Nursery class admission – there is no statutory right of appeal. Concerns that cannot be dealt with by the Headteacher may be referred to the Governing Body.

Documentation

Nursery Admission Form.