



Leatherhead Trinity School and Nursery Admissions Policy



Status: Statutory	Responsible Manager: Headteacher
Review Period: Annually	Responsible Governor: Chair of Governors
Valid from: September 2026	Next Review Date: September 2027

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.

Two-Year-Old FEET Places

Children eligible for a Funded Early Education for Two-Year-Olds (FEET) place may be admitted from the term following their second birthday, subject to eligibility, availability of places and successful application. Applications may be submitted throughout the year and places will be allocated in accordance with this policy.

Admissions Criteria for 3 and 4 Year olds

Where the number of applications exceeds the number of available nursery places (52), applications will be prioritised in the following order:

1. Children Looked After and Previously Looked After Children who are in the care of a local authority or who were previously in the care of a local authority and immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

2. Exceptional Social, Medical or Safeguarding Need Children with a professionally supported social, medical, educational or safeguarding need that can be best met through attendance at Leatherhead Trinity School and Nursery. Supporting evidence from an appropriate professional must be provided at the time of application.

3. Children Eligible for Early Years Pupil Premium (EYPP) or Funded Early Education for Two-Year-Olds (FEET) Priority will be given to children eligible for EYPP or FEET funding where places are available.

4. Siblings Children who have a sibling attending Leatherhead Trinity School and Nursery at the time of admission.

5. Distance Children living closest to the school, measured by Surrey County Council's geographical information system using a straight-line measurement from the child's home address to the school's main entrance.

Where two or more applicants have equal priority under the above criteria and there are insufficient places available, places will be allocated by distance. If applicants live equidistant from the school, the place will be allocated by random allocation overseen by an independent person.

Waiting List

Where a place cannot be offered immediately, the child's name will be placed on a waiting list.

The waiting list will be maintained in accordance with the oversubscription criteria above and not according to the date of application. The list will be reviewed and reordered whenever a new application is received.

Parents may request that their child remains on the waiting list until a place becomes available.

Offers of Places

The Headteacher will allocate places in accordance with this policy on behalf of the Governing Body.

Acceptance of a nursery place does not guarantee admission to the Reception class. Applications for Reception admissions must be made through Surrey County Council's coordinated admissions process.

Children with Special Educational Needs and Disabilities (SEND)

The school welcomes applications from all children, including those with special educational needs and disabilities. Reasonable adjustments will be made in accordance with the Equality Act 2010.

Admission arrangements for children with an Education, Health and Care Plan (EHCP) will be considered in accordance with statutory requirements and the provisions of the child's EHCP.

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****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)

Where applications exceed the number of available places, the oversubscription criteria set out in this policy will apply.

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 Headteacher will allocate places in accordance with this policy on behalf of the 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.

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.