



## PYRCROFT GRANGE NURSERY ADMISSIONS ARRANGEMENTS 2020/2021

**Reviewed: November 2019**

**Determined: 27 November 2019**

Pyncroft Grange Primary School and Nursery is part of the Multi Academy Trust – Bourne Education Trust (BET) that serves the local community and welcomes children of all abilities, cultural and ethnic backgrounds, and faiths.

All applications for admission to the Nursery will be dealt with equally and fairly by the Governors.

### Admission

It is intended that children can be admitted to the Nursery in the term after their 2<sup>nd</sup> birthday.

### How to apply

To apply for a place at the Nursery an application form should be completed. This can be obtained online at [www.pyncroftgrange.surrey.sch.uk](http://www.pyncroftgrange.surrey.sch.uk) or a paper form may be requested from the School. It is important that forms are returned or submitted by the closing date which is 15 January 2020. Late applications will not be considered until places have been considered for applicants who have met the deadline.

### Over-subscription

Where applications for admission exceed the number of places available, places will be offered in accordance with the following admissions criteria, which will be applied in the order as set out below:

1. Looked after and previously looked after children (*see note 1*);
2. Children with documented severe medical or social needs (*see note 2*);
3. Children who will at the time of admission have one or more siblings at Pyncroft Grange Primary School (*see note 3*);
4. All other applicants.

### Tie Breaker

In the case of children who appear to have equal entitlement of admission the Governors will offer the place to the child who lives nearest the school, measured in a straight line from the address point of the child's permanent address, as set by Ordnance Survey, to the main entrance of the school. Where two children live equidistant from the school, Governors will draw lots to determine which child should be given priority.

The Local Governing Committee must offer a place to a child who has an Education, Health and Care Plan.

Pyncroft Grange Primary School,  
Pyncroft Road, Chertsey,  
Surrey, KT16 9EW  
01932 564094

Email: [info@pyncroftgrange.surrey.sch.uk](mailto:info@pyncroftgrange.surrey.sch.uk)

Headteacher: Mrs S. Nardoni, B.Ed Hons.

Company Registration Number: 07768726 / VAT Registration Number 200109287



## **Waiting lists**

A waiting list will be held by the Nursery and children will be admitted from the list in accordance with the published admissions criteria applicable at the time of entry, without regard to the date of entry on to the waiting list.

## **Appeals**

The Governors will make arrangements to enable the parent of a child to appeal to an independent appeal panel against any decision made by the Governors regarding admissions. Information about the procedure may be obtained from the school office.

## **Review of Admissions Arrangements**

The Governors will review the admission arrangements annually.

These arrangements were agreed by the school's Local Governing Committee on 27 November 2019.

## **NOTES**

**1. Looked after children** – Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; or
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements 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).

**2. Medical or social needs** - Where a child has a serious medical condition, disability or social need this should be shown on the application form. 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, probation officer or the police for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Pycroft Grange Nursery and why no other Nursery could meet his/her needs. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by governors on the merits of the case based on the evidence submitted.

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

**3. Sibling** – A sibling, including an adopted sibling, is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children living at the same address.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place, and there are insufficient vacancies for each of them, wherever it is logistically possible each child will be



offered a place. Where it is not logistically possible to offer each child a place, the child(ren) to be offered the last remaining place(s) will be determined by their ranked position.

4. **Home address** - The child's home address is his/her permanent address. In cases of shared custody, the address will be where the child spends the majority of the school week. Proof of address will be required e.g. Council Tax letter or utility bill.
5. **Withdrawal of an offer of a place** – Governors may withdraw an offer of a place if it was offered in error, was not accepted within a reasonable period of time or was obtained through a fraudulent or intentionally misleading application.

Pyncroft Grange Nursery is not a feeder to Pyncroft Grange Primary School. All applications for places at Pyncroft Grange Primary School should be made online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or a paper form may be requested from Surrey Schools and Childcare Service on 0300 200 1004.

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