



Malden Parochial Church of England Primary School
Reflecting the Kingdom of God by Enriching and Transforming Lives

Governors' Policy for Nursery Admissions 2025 / 2026

Malden Parochial Church of England Nursery exists for the benefit of children who live near the school, irrespective of their families' religious affiliations. In accordance with these aims, the governors have established the following policy for admission to the nursery.

The main admission is from September each year. Your child must be 3 years old by 31st August to start in September. In the case of undersubscription, there will be a further intake in January and/or April, for which "Rising 3 year olds" are invited to apply (see note below). Places taken in either January or April are only valid until the end of that academic year. Families are required to re-apply for the following September intake in the usual way.

Rising 3 Year Olds

15 hours universal government nursery funding is available for all children from the term following their third birthday. Eligible working families are also able to apply for funding from the age of two, including an additional 15 hours up to a total of 30 hours per week. If you wish your child to start in our nursery the day after their third birthday this can be accommodated at a set daily rate (see our website for details) or, if applicable, two-year government funding may also be used. Please enquire at the school office. Any charges to parents or carers will be collected until the funding from the government is received by the school, which is on a termly basis. This only applies if there are places available in the nursery class.

Applications for admission must be made directly to the governors on the nursery application form, available on the school's website. Application forms for **September 2025 entry** must be submitted to the school office no later than **Friday 7th March 2025**. Applications that are received after the deadline will be kept on file and reviewed should a place become available. Offers will be sent out by no later than 2nd May 2025 though we will endeavour to send them out earlier if possible.

We offer a choice of part-time or full-time funded or self-funded places to reflect the variety of childcare needs among parents in our area and the increasing demands of working parents. Our core sessions will run from 8.30am to 11.30am and from 12.15pm to 3.15pm each day, with a 45 minutes chargeable lunch club available from 11.30am – 12.15pm, which includes a hot school meal. Lunch club is available to all pupils staying for the full day and, depending on the number of places remaining, these may also be offered to parents of children attending a morning session who would like to extend their child's part-time session by 45 minutes per day to include a hot school meal. Children attending the morning session would stay till 12.15pm

We expect to have 26 places available for morning sessions and 13 places for afternoon sessions. Additional afternoon places may be made available if there is sufficient demand. Families can choose any combination of morning only or full day sessions subject to a minimum of 15 hours per week.

Families will be asked to express a preference for the sessions they would like their child to attend when applying. Please note that it may not be possible to meet your full preference in all cases. If any sessions are over-subscribed, places will be offered in line with the admissions criteria set out below. If your full preference cannot be met, we may offer you an alternative depending on availability of places.

All of our places are term time only (i.e. covering 38 weeks for the year). The nursery is closed for all bank holidays and school INSET days, details of which are available on our website.

We also offer additional wraparound care from 7.30am to 6pm. Please contact the school office for further details of this, which must be booked separately and subject to availability.

All 3 and 4 year olds in England are entitled to 15 hours per week of free government-funded childcare for 38 weeks of the year, starting from the term after their third birthday. Working families who meet specific eligibility criteria will be entitled to an additional 15 hours government funding (30 hours per week in total). See our nursery admissions Q&A document, available on our website, for further details on the eligibility criteria for 30 hours and the process for claiming this benefit. If you do not meet the criteria to qualify for the 30 hours government funding, we are able to offer the option of self-funding the additional 15 hours at a fixed cost per session. Please see our website for details of our charges for lunch club and any self-funded sessions.

Admission Policy for the Nursery Class

(PLEASE NOTE THAT OBTAINING A PLACE (UNDER ANY CATEGORY) IN THE NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION. PARENTS MUST RE-APPLY FOR A RECEPTION PLACE).

OVERSUBSCRIPTION CRITERIA

If there are more applicants than places the allocation will be made according to the following oversubscription criteria:

- 1) Looked after children or previously looked after children or internationally adopted previously looked after children (see note a) which came into effect 1st September 2021);
- 2) Children with an exceptional and professionally supported medical or social need for a place at this school (see note b)
- 3) Children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage (see note c);
- 4) Children who will have a sibling (see note d) in the school at the time of admission;
- 5) Children who live within the Parish of St John the Baptist Parish Church, Old Malden in order of proximity to the school (see note e). A list of roads within the Parish can be found on the school website or a copy can be obtained from the school office.
- 6) All other children in order of nearness of home to the school.

In the event of oversubscription in any of the above criteria, distance (as measured in note e)) will be used to determine between applicants. In the event that 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:

- a) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption child arrangement, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An Adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) of 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014, Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order

appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked, after, or previously looked after, and will be so at the time of making an application to the school.

- b) This must be supported by written evidence at the time of application to give full details of the medical or social need from all specialist health professionals, 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 cause if the child had to attend another school.
- c) Staff is defined as teaching staff, full or part time and those posts where there is difficulty (as determined by the Headteacher) successfully recruiting specific skilled persons for specified posts.
- d) Qualifying siblings are brothers and sisters, half or step-brother or sister, foster and adopted brothers and sisters who will still be attending in September 2023 and living with the parent/guardian at the same address as the child named in this application. Please note that the older child must be currently attending the school and will be on the roll at the time the sibling will be admitted.
- e) The remaining places will be offered to children who live nearest to the school, as measured by a straight line from the address point of the child to the nearest school gate. All distances will be measured using the Kingston Council's School Admissions computerised Geographical Information System. Where homes are deemed to be equidistant from school, the Governors will arrange lots to be drawn to decide between applicants.

General Information

Please note that applications will be considered on the basis of the home address (for children who are being adopted this is taken to be the address of their prospective foster parents) that applies on the closing date for applications, unless contracts have already been exchanged for a new address, in which case the new address will apply. Proof of a child's age (birth certificate or passport) and two proofs of address (less than 3 months old) should be sent at the same time as the application is submitted.

In the event of any vacancies arising after the initial offer of places has been made, all outstanding applications (including any received after the deadline given on page 1) will be reviewed. Vacancies will be filled using the oversubscription criteria shown in Groups 1 – 6 above. Priority is not given according to when the application is received but according to the agreed admissions criteria set out above.

Replies to all requests for admission will be sent to parents as soon as possible after the closing date for applications. Unsuccessful applicants do not have a right of appeal against the Governors' decision on nursery places.

The Governing Body of Malden Parochial Church of England Primary School



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