

# **SURBITON CHILDREN'S CENTRE NURSERY**

## **ADMISSIONS POLICY FOR PART-TIME PLACES**

The nursery follows the admission procedures for nursery places as, set out in the RBK information book for parents, 'Nursery Education in Kingston upon Thames

Children already accessing our 2 year old Ladybird provision and living within the Royal Borough of Kingston upon Thames will be entitled to a part-time place in our nursery classes in the term following their 3<sup>rd</sup> birthday

All parents are welcome to apply for a nursery place at Surbiton Children's Centre Nursery

The Headteacher and school Governing Body manage admissions on behalf of the Local Authority

Parents are encouraged to view the nursery when children are 2 years old; from the age of 2 years, and on completion of the application form, names are held on a waiting list

The closing date for applications for part-time places is published annually by the Local Authority; following this date any applications received are considered only after all those received on time

When more applications are received than there are places, the nursery uses the criteria and priority order agreed by the council to allocate places

Places are allocated to children after their 3<sup>rd</sup> birthday; the nursery has three intakes per year, one in September (for which children must be 3 by 31<sup>st</sup> August), one in January (for which children must be 3 by 31<sup>st</sup> December), and one in April (for which children must be 3 by 31<sup>st</sup> March).

The majority of children will be admitted in the Autumn Term following their 3<sup>rd</sup> birthday; only if there are spaces available are children admitted in January and April.

The majority of children are offered either five morning sessions (8.30am - 11.30am) or five afternoon sessions (12.30pm - 3.30pm); preference for a particular session cannot be guaranteed

Requests for either session should be made in writing to the Headteacher, stating particular reasons for the request; where possible this will be taken into consideration when allocating places

In cases of exceptional family or social need, which is verified by professionally supported evidence, the offer of a flexible place may be made at the discretion of the Headteacher (see Eligibility Criteria for Flexible Places)

The Nursery reflects the diversity of the local community; a balanced mix of children is admitted to each session/class wherever possible (i.e. a balance of older/younger/boys/girls/etc)

On application parents are asked to give details of any siblings who have attended the nursery previously; wherever possible children will be allocated to a familiar key worker or teacher; a choice of class/teacher/or key-worker is not offered

The nursery wishes to work with all parents to provide appropriate support for children’s needs in order for them to access and benefit from the learning environment; parents are asked to discuss any particular needs that their child has when making their application to the nursery

Parents will be asked to provide proof of date of birth and may be required to provide proof of address

**Green Class**

Places in Green Class are allocated through the Social Communication Education Placement Panel (SCEP)

See also: ‘Nursery Education in Kingston upon Thames’ (updated annually)  
Eligibility Criteria for Flexible Places

Reviewed April 2016  
Reviewed May 2017  
Reviewed May 2018

Review date	April 2019	
Headteacher		
Governor		

