



Surrey County Council has delegated the admission of nursery pupils to the Local Academy Board of Crawley Ridge Infant School.

Parents wishing to apply for a place should complete and submit the Application Form directly to the school for consideration.

The school will try as far as possible to inform parents by email or letter with the outcome of the application the term before the admission is due to take place, although this cannot be guaranteed.

If a place is offered the parent must accept the place by the date shown on the letter, otherwise the place will be offered to another child.

Funded Early Education and Session Allocation

Crawley Ridge Infant School Nursery supports the government's funded early education offer for eligible children.

Children aged 3 and 4 may be eligible for either 15 hours or up to 30 hours of funded early education each week.

Eligibility for funded childcare does not mean that a child is automatically entitled to receive all funded hours at Crawley Ridge Infant School Nursery.

Government funding provides families with an entitlement to funded early education, but this entitlement may be delivered across more than one early years provider.

Crawley Ridge Infant School Nursery allocates places and sessions based on the capacity of the setting and the needs of the children attending. For this reason, we cannot guarantee that all eligible children will be able to access their full funded entitlement within our nursery.

When allocating places and sessions the school will consider:

- the individual needs of the child
- the child's stamina and readiness for longer sessions
- the child's social and emotional development
- the needs of the wider group of children
- staffing ratios and safe supervision requirements
- the capacity of the nursery at that time

The nursery may limit session availability where the needs of the individual child require a level of support that exceeds the staffing capacity of the setting at that time.

Our setting supports the government's funded early education for eligible 3- and 4-year-olds and is committed to providing an inclusive environment for all children.



Where a child requires a higher level of support we will work with parents, the Local Authority and relevant professionals to ensure the most appropriate provision is in place.

In some circumstances the number of sessions we can safely offer may be limited by staffing capacity, available places or available funding. Families may therefore choose to access any remaining funded hours with another early years provider.

The final decision regarding session allocation, hours attended and attendance patterns rests with Crawley Ridge Infant School Nursery.

Attendance patterns and hours offered may be reviewed and adjusted if the needs of the child, staffing ratios or the needs of the nursery cohort change.

Crawley Ridge Infant School Nursery reserves the right to determine the number of funded hours delivered at this setting. Eligibility for funded hours does not create an automatic right to access all funded hours within this nursery. Where full funded hours cannot be delivered within the setting, families may choose to access the remaining hours with another provider.

2-Year-Old Children

We admit 2-year-old children at three points throughout the school year. These are September, January and April. Children will join the nursery at the next available intake after they are aged 2 years and 6 months.

When the child turns 2 years and 6 months	Nursery start term
Between 1 April and 31 August	September
Between 1 September and 31 December	January
Between 1 January and 31 March	April

Examples:

- If a child turns 2 years and 6 months on 10 May, they can start Nursery in September.
- If a child turns 2 years and 6 months on 18 August, they can start Nursery in September.
- If a child turns 2 years and 6 months on 2 October, they can start Nursery in January.
- If a child turns 2 years and 6 months on 15 February, they can start Nursery in April.

3 / 4-Year-Old Children



Children aged 3 and 4 may attend Crawley Ridge Infant School Nursery through two different funded routes. These routes have different eligibility requirements and start points.

Working Parent Funding (15 or 30 Hours)

Some children may start shortly after their third birthday if their parents are eligible for Working Parent Funding.

Parents can apply for Working Parent Funding from when their child is 9 months old. To access a nursery place from the child’s third birthday, parents must:

- Apply for Working Parent Funding in advance
- Receive their eligibility code
- Confirm the code with the school before the child starts

If parents do not have a valid eligibility code in place when the child turns 3, the child cannot start under this funding route until the code has been obtained and verified. In most cases this means the child would start from the following school term.

This route allows children to attend up to 15 or 30 hours per week, depending on eligibility and nursery availability.

Universal 3-Year-Old Funding (15 Hours)

All children become eligible for Universal 3-Year-Old Funding.

This funding starts from the term after a child turns 3 years old.

Examples:

Child’s Date of Birth	Universal Funding Starts	Nursery Start Term
2 April	September	Autumn Term
28 December	January	Spring Term
2 January	April	Summer Term

Children accessing nursery through this route may attend up to 15 hours per week, subject to availability.

Additional Information

Crawley Ridge Infant School Nursery is a term time only nursery offering funded early education places.



Where capacity allows, children may attend 15 or 30 hours per week (570 or 1,140 hours per year) in line with government funding.

The number and pattern of sessions offered will be determined by the school based on:

- availability of places
- staffing ratios
- the needs of the child
- the needs of the nursery cohort.

Crawley Ridge Infant School Criteria for all children in nursery

1. Looked after, previously looked after and internationally adopted previously looked after children. (Note 1)
2. Children with exceptional medical/social needs. (Note 2)
3. Children of staff who work at the School/Nursery who: (Note 3)
 - Have been employed at the school for two years or more at the time the application for admission is made.

OR

- Have been recruited to fill a vacant post for which there is a demonstratable skills shortage.
 4. Siblings (Note 4)
 5. Any other children (Note 5 followed by Note 6)
 6. Waiting list (Note 7)

Please note that admission to Crawley Ridge Infant School Nursery does not guarantee admission to the Reception class of the main school. Applications for Reception places must be made separately through Surrey's normal admissions process.

2-Year-Old Exception Rule

In exceptional circumstances, whereby a 2-year-old child falls within School Criteria 1, 2 and 3 as detailed above, the school may be able to offer places for 2-year-old children one term after they turn 2 years old.

Example:

- A child born on the 2 April will be offered a nursery space starting in September.



This is on a case-by-case basis and may include staggered starts, reduced timetables and the school directing the pattern and pace of attendance.

Any child who falls within this exceptional circumstance will only be offered a place once the child has completed a stay and play session and we determine that they are ready to start.

This rule does not guarantee an early start date for 2-year-old children who meet criteria 1, 2 and 3.

Evidence will need to be provided to the school before any decisions are made.

Moving to a New Setting

Once a parent has filled in a Surrey County Council Declaration Form with their chosen Provider(s), parents must understand that their child will not be funded if they move to another setting within the same funded period unless there are exceptional circumstances.

The new setting will be entitled to charge parents their normal fees.

If a child leaves during the funded period and providers are not able to fill their place, Surrey County Council will not generally reclaim funding unless:

- The provider receives an inadequate outcome following an Ofsted inspection
- The child moves to a new house outside of the local area affecting travel time
- There is a change in a parent's employment circumstances
- A child has additional needs or disabilities, and another setting would be more appropriate
- There has been social worker involvement
- A parent has raised a complaint about the provider with Ofsted

Non-Attendance and Removal from Roll

Regular attendance is important so that children benefit fully from our nursery provision.

When a child is absent, we expect parents or carers to inform the school of the reason as soon as possible.

If a child misses all of their agreed nursery sessions for a continuous period of three weeks and no valid reason has been provided, their place may be withdrawn.

Valid reasons include illness, medical appointments or other extenuating circumstances agreed in advance.

Where absences remain unexplained, or where the pattern of non-attendance shows that the nursery place is not being used, the school will contact parents to seek clarification.



If no satisfactory explanation is given, the child will be removed from the nursery roll and the place will be offered to another child on the waiting list.

This ensures nursery places are used fairly and allows other children access to provision.

Terms of Reference

1. Looked after, previously looked after and internationally adopted previously looked after children

Definitions and wording remain aligned with the Children Act 1989 and Surrey admissions guidance.

2. Exceptional social / medical need

A small number of children may require placement due to exceptional social or medical circumstances.

Professional evidence must confirm why this school is the most appropriate setting.

Providing evidence does not automatically guarantee priority.

3. Children of staff

Children of staff who:

- have worked at the school for two or more years, or
 - were recruited to fill a skills shortage role
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4. Siblings

A sibling includes a brother, sister, half sibling, step sibling, adoptive or foster sibling living at the same address.

Sibling priority applies where a sibling attends Crawley Ridge Infant School or Crawley Ridge Junior School at the time of admission.

5. Home address

The child's home address must be their normal place of residence and not a childminder or business address.



Shared care arrangements will normally use the address where the child lives the majority of the time.

6. Tie breaker and multiple births

Where two or more children share equal priority, random allocation will be used.

The same process will apply for twins, triplets or multiple births.

7. Waiting lists

Waiting lists will operate according to the oversubscription criteria without regard to the date the application was received.

Waiting lists will be maintained each term.



Appendix 1

Supplementary Information Form

Crawley Ridge Infant School To be completed for applications under Criterion number 3 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the School Office. Once completed it must be returned to the school office.

Name of child: Surname:.....

Forenames:

Date of Birth:

Name of Member of Staff:

Address:

.....

Tel numbers: Home

Mobile

E-mail.....

I am a member of staff in accordance with the school's admissions policy:

*I have been working at the school for at least two years; or

* I meet a skills shortage.

Signature of parent/guardian..... Date.....

Signature of Headteacher..... Date.....