



Surrey County Council has delegated the admission of nursery pupils to the Local Academy Board of Holy Trinity C of E Primary 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/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.

### 2-year-old children

If places are available, a child can be admitted into the Nursery class two terms after their 2<sup>nd</sup> (second) birthday, examples below:

- A child born on the 2<sup>nd</sup> April will be offered a nursery space starting in January
- A child born on the 28<sup>th</sup> December will be offered a nursery space starting in April
- A child born on the 2<sup>nd</sup> January will be offered a nursery space starting in September

### 3/4-year-old children

If places are available, a child can be admitted into the Nursery class one term after their 3<sup>rd</sup> (third) birthday, examples below:

- A child born on the 2<sup>nd</sup> April will be offered a nursery space starting in September
- A child born on the 28<sup>th</sup> December will be offered a nursery space starting in January
- A child born on the 2<sup>nd</sup> January will be offered a nursery space starting in April

**Holy Trinity C of E Primary School Nursery Class is a term time only nursery and offers places for 15 or 30 hours**

Holy Trinity C of E Primary 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**
- Who have been recruited to fill a vacant post for which there is a demonstratable skills shortage. (See Appendix 1)
- 4) Siblings (Note 4)
- 5) Any other children (Note 5 followed by note 6)
- 6) Waiting list (Note 7)



Please note that admission to Holy Trinity C of E Primary School Nursery class does not guarantee admission to the Reception class of the main school. Applications for Reception places will be made separately by the statutory deadline using the Admissions Criteria for consideration.

### **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 to 2-year-old children one term after they turn 2 years old, example below:

- A child born on the 2<sup>nd</sup> 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' and we determine that they are ready to start. Therefore meaning, 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.

### **Paying for additional hours**

Where a family is not entitled to 30hrs of Working Families childcare, we offer top up sessions for three and four years olds where places are available, if eligible. However, such requests will only be considered once all applications for the free early year's entitlement for 15 hours have been processed and allocated.

Once registered, paying sessions may be booked for either the whole school year or each half term in advance and places will be allocated in accordance with the admissions criteria below. We require half a terms notice in writing to cancel a regular booking.

For parents who wish to pay for additional sessions the following criteria will be applied:

- Children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
- Children in the year before Reception (the academic year in which the child turns four)
- Other children by age order – oldest first

A waiting list will be created based on the criteria above at the end of each term.



### Payment of Nursery Fees

Payment of fees to the Nursery for the child's attendance shall be made by the parent/guardian termly in advance using Scopay. Once your child is registered, we will generate a unique log in where details of fees due and an overview of your child's nursery sessions can be accessed at [www.scopay.com](http://www.scopay.com)

If payment of fees is not paid within 14 days from receipt of the invoice, you will receive a reminder that payment is due immediately. If payment is not received after you have been notified you will be given 5 working days' notice of the termination of the contract.

- The cost per 3hr session for 2-year-olds is £24
- The cost per 3hr session for 3 and 4-year-olds is £18 (from the half term after they turn 3).



## Terms of Reference

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

Looked after children, previously looked after children, and internationally adopted previously looked after children LAC, PLAC and IAPLAC will receive the top priority for a place.

#### **LAC, PLAC and IAPLAC are 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;
- 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);
- children 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.

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 England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **2. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. 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, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs.



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Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### 3. Children of staff

Children of staff who a) have been employed at the school for two or more years at the time at which the application for admission is made OR b) who have been recruited to fill a vacant post for which there is a demonstrable skills shortage.

### 4. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a stepbrother or stepsister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at Holy Trinity C of E Primary School and that sibling is still expected to be on roll at either school at the time of the child's admission. This will apply both at the initial allocation of places and when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school which operates shared sibling priority.

At the initial allocation, when an applicant is applying for a Reception place and the child has a sibling currently attending Year 6 but who will have left by the time the younger child starts, the younger child will not be considered under the sibling criterion as part of the initial allocation.

### 5. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the



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other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

### **6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

Where two or more children share a priority for a place, e.g., where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority.

### **7. Waiting lists**

Where there are more children than places available, waiting lists will operate for all children according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists for all children will be maintained each term.

## **Appendix 1**

**Supplementary Information Form - Holy Trinity C of E Primary School**

**To be completed for applications under Criterion number 3**



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**(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.....