St Mary's Farnham Royal Church of England Primary School

We aspire to grow as a community through FAITH as a FAMILY.
Thriving for all our FUTURES enabling us to FLOURISH

ADMISSION ARRANGEMENTS TO NURSERY 2027/28

St Marys Farnham Royal Church of England Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission to our nursery is managed by the school and is the responsibility of the Governing Body as delegated by the Local Authority.

Parents whose children were born between 1 September 2023 and 31 August 2024 may apply for them to be admitted to our Nursery in September 2027, we have one intake. This will ensure that children will have at least three terms in nursery education prior to entry into reception class of a mainstream school.

There are 12 places available: 6 in the morning class and 6 in the afternoon class. Each nursery class operates two part-time sessions of 3.0 hours each day. Children attend for either five morning or five afternoon sessions per week.

Parents may express a preference for morning or afternoon sessions and the school will make every effort to accommodate those preferences, where possible. Children are normally expected to attend for the full five sessions per week, unless there are exceptional reasons for a different pattern of attendance. In such cases, the final decision as to when a child is admitted and on an individualised pattern of attendance, rests with the Headteacher.

A child is entitled to 15 hours of free childcare and may additionally be eligible for an extended 30 hours of provision. Please visit the following website for further information.

https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/

If you would like your child to attend our nursery, you must complete an initial wait list application form and send or bring this into school when your child is two years old, or as soon as possible after that. Places are not allocated, however, on the basis of when the registrations are made.

Applications are then considered in accordance with the admission criteria as set by Buckinghamshire County Council (see below).

Parents will then be informed of the decision by letter at the beginning of the summer term (after the Easter holidays), if your child is offered a place, you must confirm your acceptance to the school within four weeks.

To ensure that pupils feel secure and settle into the nursery class confidently, we offer play and stay sessions in the summer prior to the children starting with us and a pre-arranged home visit

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It should be noted that admissions to our nursery does not guarantee admission to the reception class. Parents must follow normal procedures when applying for full-time education.

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Marys Farnham Royal Church of England Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)

2 Families who have exceptional medical or social needs that make it essential that their child attends St Marys Farnham Royal Church of England Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

3 Children with a normal home address (See Note 4) in the Ecclesiastical Parish of St Mary's, Farnham Royal and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

4 Children with a normal home address in the Ecclesiastical Parish of St Mary's, Farnham Royal.

5 Children with a normal home address outside the Ecclesiastical Parish of St Mary's, Farnham Royal and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the Nursery during the school year depends on whether or not there are places available.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

Waiting Lists

The school maintains waiting lists for those children who are not offered a place, and the parents can ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Notes

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Marys Farnham Royal Church of England Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
    - the period of time over which the current arrangement has been in place
    - confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire LA's Geographical Information System.
The straight line distance definition: is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.
As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

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The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-BASE which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data and includes premises such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

Catchment Map (Ecclesiastical Parish of St Mary's)

