



NURSERY ADMISSIONS POLICY 2025-2026

Vision Statement

'St Dunstan's – a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

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Introduction

St Dunstan's, Cheam, Church of England Primary School welcomes applications from all members of the community and we aim to motivate everyone to engage fully in the broad range of educational opportunities provided to develop their potential.

Our School has a very strong Christian ethos which is at the heart of everything that we do and provides a high quality of care and education for every member of our School Community, including all children in our Early Years Setting. Christian values are promoted through the whole curriculum.

Many parents apply to this School because of its strong Christian ethos and we ask all parents to support our ethos and respect its importance to our School Community.

A flexible offering in our Nursery

We intend to admit up to 26 children in each of the morning and afternoon sessions.

Applications can be for either:

- **A part-time place:** morning or afternoon
- or:
- **A full-time place:** government-funded or self-funded (see Appendix for further information on funding options)

Children with part-time places attend Mondays to Fridays during the School's term time dates, **either** in the mornings (8.45am to 11.45am) **or** the afternoons (12.30pm to 3.30pm). Children with full-time places attend Mondays to Fridays during the School's term-time dates, from 8.45am to 3.30pm and must bring a nut-free, healthy packed lunch each day.

Main intake in the Autumn term

Children can start Nursery in the term that starts after their third birthday. For some children this means that they could spend five terms in Nursery until they start Reception and for others it is a maximum of three.

To ensure as many children as possible benefit from at least three terms in our Nursery, our main intake is in the Autumn term which starts in September. This is open to children who are three on or before 31st August of that year.

Children who turn three between 1st September and December 31st are eligible for entry in the Spring term, which starts in January.

Children who turn three between January 1st and March 31st are eligible for entry in the Summer term, which starts in April.

PLEASE NOTE:

As the main intake is in the Autumn term, entry for children who have just turned three in the Spring and Summer terms is dependent on spaces being available.

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Timetable for applications and offers

| | Born on or between: | | Applications open on: | Applications close on: | Confirmation of places: |
|-------------------------------|----------------------------|-----------------|------------------------------|-------------------------------|--------------------------------|
| Autumn Term entry 2025 | 1st Sept 2021 | 31st Aug 2022 | 1st Sept 2024 | 15th Jan 2025 | April 2025 |
| Spring Term entry 2026 | 1st Sept 2022 | 31st Dec 2022 | 1st Sept 2024 | 31st Oct 2025 | November 2025 |
| Summer Term entry 2026 | 1st Jan 2023 | 31st March 2023 | 1st Sept 2024 | 13 th Feb 2026 | March 2025 |

Applications received after the closing date(s), or in-year applications for those who, for example, have recently moved into the area, will only be considered after all on time applications have been considered. In the case of oversubscription, late applications/in-year applications will be refused and placed on the waiting list in accordance with the admission criteria.

PLEASE NOTE:

A place at St Dunstan's, Cheam, CofE Primary School Nursery does not guarantee your child a place in the Main School.

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How to apply

Please refer to the timelines to confirm the relevant dates for applications.

Applications can be made online via the link below:

<https://forms.gle/mX38dduRwqyX52mRA>

If, in line with the oversubscription criteria detailed on the next page, you intend to apply for a foundation (church) place, please also download the church reference form from our website

<https://www.stdunstans.sutton.sch.uk/admissions/applying/forms-to-download>

Once the reference form has been completed, please email it to

admissions@stdunstans.sutton.sch.uk.

Alternatively you can drop the completed reference form into the school office, or send it by post to:

The Admissions Clerk
St Dunstan's, Cheam, C of E Primary School
Anne Boleyn's Walk,
Cheam, Surrey
SM3 8DF

If you are unable to apply online or to download the church reference form, please contact the school office on 020 8642 5463 or email

admissions@stdunstans.sutton.sch.uk.

Allocation of places

Children attending the Nursery in the prior academic year will retain their places.

The number of places to be allocated will be the nursery capacity less those remaining in the nursery from the prior academic year.

Following receipt of new applications, the Governors will review the applications and, in the event of oversubscription to any session, will apply the following criteria, in order of priority for the remaining places

Applications for 30 hours' government-funded places will always be given preference over those for self-funded places. Self-funded places will be ranked against the following criteria after all other applications.

- (i) Looked after children or previously looked after children (see Note 1).
- (ii) Children with an exceptional and professionally-supported medical or social need for a place at St Dunstan's, Cheam C of E Primary School Nursery. At the time of application, the supporting evidence from a specialist health professional, social worker or other care professional must set out the particular reasons why this Nursery is the most suitable and the difficulties that would be caused if the child had to attend another Nursery.
- (iii) Children who have a sibling (see Note 2) attending the School at the time when Governors are considering the application.
- (iv) Children of families who have been faithful and regular worshippers for at least two years (see Note 3) at St Dunstan's Church, Cheam, St Alban's Church, Cheam, or St Oswald's Church, Cheam, immediately prior to application, and live in the Parish of Cheam or within half a mile of the Parish boundary (see Note 4).
- (v) Children of families who have been faithful and regular worshippers for at least two years at a Church of England church (see Note 3), immediately prior to application.
- (vi) Children of families who have been faithful and regular worshippers for at least two years at another Christian Church (see Note 3), immediately prior to application
- (vii) Children of permanent teaching staff who have been employed at the School for two or more years at the time of application and/or who have been recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
- (viii) Children living nearest the School as measured in a straight line from the School entrance in Anne Boleyn's Walk to their home address (see Note 5).

In exceptional circumstances the Governors reserve the right to admit children outside of the standard age group for the Nursery and the right to convert unused part-time or full-time places to alternative sessions.

Notes

Note 1

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 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 arrangements, 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). A '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.

Note 2

Sibling refers to brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister or the child of the parent's/carer's partner, who share the same home. Siblings must also have been admitted to the school prior to the current admissions round.

Note 3

Faithful and regular worship is defined as the regular attendance of at least one parent/carer at least fortnightly for not less than two years at the advertised regular public worship of their church (usually the main Sunday service and/or a weekday Eucharist) before the closing date for applications.

Written evidence of the attendance outlined above from the Rector, Vicar, Minister (or senior church official if the post is vacant) of the church where the parent/carer regularly worship should be provided to the School by the applicant along with the supplementary information form before the closing date for applications. A clergy reference form and the supplementary information form are available from the School Office or on the School's website within the admissions section.

In exceptional cases a parent/carer for whom unavoidable circumstances have prevented them from attending worship such that they have been unable to qualify for the faith-based oversubscription criteria, (at least fortnightly for at least two years prior to application), may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

Those who have recently moved to the area, who worshipped previously in a different church and have now started faithful and regular worship at another church,

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will be asked to supply a reference from the previous church as well as the current church, so that the two-year period is covered. The governors do not give a higher preference to families where both parents/carers worship.

Note 4

Parish boundary map available on the School's website at <http://www.stdunstans.sutton.sch.uk/> ; alternatively, a copy is available from the School Office on request.

Note 5

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to Nursery. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor.

The address to be used for the initial allocation of places to the Nursery will be the child's address at the closing date for application. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place is conditional on the child living at the appropriate address provided by the applicant. Parents have a responsibility to notify the School of any change of address.

In the category where oversubscription occurs, priority will be given to the child living closest to the School as measured in a straight line from the child's home to the school entrance in Anne Boleyn's Walk. In the rare cases where two applicants live equidistant from the School then admission will be determined by the drawing of lots.

APPENDIX

FEES AND GOVERNMENT FUNDING 2024/25

Morning or Afternoon Places – Fully Government-Funded

Part-time places (mornings and afternoons) are fully funded by the government's Free Universal Childcare Offer, covering 15 hours per week (this equates to 3 hours per day in our Nursery).

Full-Time Places – 30 Hours' Government-Funded

Some families are entitled to 30 hours' government-funded childcare. To find out whether you might be eligible and to register for funding, please visit <https://www.gov.uk/30-hours-free-childcare>. If your child is eligible for the 30 hours' government funding, **it will be your responsibility to apply for this in the term before your child starts nursery, and then to reconfirm this every three months on your government Childcare Service Account**, to ensure you do not drop out of eligibility. If you accept an offer of a full-time place in St Dunstan's Nursery, stating that you are eligible for the government funding, but subsequently do not receive the funding, or you cease to be eligible during the year, in order for your child to attend/continue to attend the Nursery you will be required to pay the School for all sessions not funded by the government, as per the Self-Funded Offer set out below.

Your eligibility code for the government funding must be validated by the School **within 2 weeks of the start of term**. It is your responsibility to ensure the School Office receives your National Insurance number and your code for validation during those two weeks. Subsequently, the Local Authority will undertake three-monthly checks on your eligibility.

Children who attend under the full-time government-funded offer receive an extra 45 minutes' supervision each day over their lunch period. In order for us to staff this extra time we ask for a **daily contribution of £6**. Children who attend full-time must bring a nut-free, healthy packed lunch each day.

Full-Time Places – Self-Funded

Families who are not eligible for 30 hours' government-funded childcare may choose to self-fund. Your child will receive 3 hours of government-funded provision each day as well as 3 additional self-funded hours plus three-quarters-of-an-hour lunchtime supervision. **The School's daily charge for these extra hours, including the lunchtime supervision, is £30**. Children who attend full-time must bring a nut-free, healthy packed lunch each day.

Self-funders will receive an initial invoice for the first term, to be paid by 2nd September 2023. Thereafter, invoices will be issued at the end of each half term for payment before the beginning of the next half term via ParentPay (details available from the School Office). Payments may be made termly if preferred. **Failure to make payments on time may result in the School withdrawing the self-funded hours.**

Refunds, etc

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No refunds will be made for sessions not attended or for sessions when the Nursery is closed due to circumstances beyond the School's control, eg, extreme weather or for health and safety reasons. This is because the overheads of the Nursery, such as staffing, still need to be covered.

Voluntary contributions may be requested for additional events such as visits, cookery, etc. Parents will be notified of these in advance.