

**St George's Hanover Square Church of  
England Primary School**

**NURSERY Admissions Policy 2025/26**

Policy produced by School

Adopted by [Governors Full Governing Body](#) -Academic  
year 2023/24

## Our School Vision Statement

### Go shine in the world and live as Jesus lived.

Our School motto is based upon Matthew 5:14-16

Our school offers a distinctly Christian education in an inclusive environment, welcoming children and staff of all faiths and none.

'Our schools offer a community where everyone is a person known and loved by God, supported to know their intrinsic value.' The Most Reverend Justin Welby, Archbishop of Canterbury'

The distinctive nature of our approach to education can be found in our explicit Christian values, our Collective Worship, our grounded Christian ethos and in our Religious Education.

As a Church of England school we believe **every** child is made in the image of God, and therefore we want the best for them. We value our school community as a place where love can flourish.

### Oversubscription Criteria

School places are allocated by the Admissions Committee according to the criteria below and in that order. Where oversubscribed, the Admissions Committee will maintain an equal 50/50 split between foundation and open places, to facilitate inclusion and serving the common good of the local community.

- a) Looked-after children/previously looked after children (see definitions on page 5) who ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- b) Children whose parents have attended public worship services at least fortnightly during the previous year at St. George's Hanover Square or the Grosvenor Chapel. (Evidence required)\*
- c) Children whose parents have attended public worship services at least fortnightly during the previous year at a neighbouring Anglican church in the Westminster or Marylebone Deaneries. (Evidence required) \*
- d) Children who have a sibling\*\* attending the School at date of entry into Reception class.
- e) Children living within the parish of St. George's, Hanover Square\*\*\* but of other Christian churches, that are listed as members of Churches Together in England (CTIE), whose parent(s) have attended public worship services at least fortnightly during the previous year at their place of worship.
- f) Children living outside of the parish of St George's who are of other Christian denominations which are members of CTIE and whose parents have attended public worship services at least fortnightly during the previous year at their place of worship.
- g) Any other child.

### Notes

All applicants must provide proof of date of birth, this can be a medical certificate, and proof of residence.

**Commented [AM1]:** We recommend that you define the percentage of school places which are 'foundation places' and the percentage of places which are 'open places'. Our strong preference is that all schools have 50% open places, but some schools choose to have one-third or one-quarter, if heavily oversubscribed.

**Commented [AM2]:** Please link to your definitions page.

**Commented [AM3]:** Please change per my recommendations for para (b).

I also recommend that you define that 'neighbouring' means. You may want to list the specific CE churches you are referring to, which will provide absolute clarity to all parents.

**Commented [AM4]:** I am concerned that this may be inconsistent with your school's trust deed, and also with your inclusive Christian vision. This criterion effectively opens up places to all children across London who attend church, ahead of any local children living in the parish who are not church attenders. Your trust deeds will likely state that the school was originally founded for the education of the children of the parish. As noted above, the LDBS recommends retaining a defined percentage of open places for local children, alongside foundation places. If your governors wish to retain this criterion, the provisions of the trust deeds should be checked to ensure consistency.

\* Applications for criteria b, c, e, and f require written confirmation on the Supplementary Information Form of church attendance, fortnightly over a period of at least a year from your vicar.

\*\*For the purpose of admissions, a sibling is defined as a brother or sister, half brother or sister, or step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address whose main address is at the same address.

\*\*\* A map of the parish of St George's, Hanover Square is available to view on 'a church near you' website, <https://www.achurchnearyou.com/>

**Commented [AM5]:** This definition is acceptable. However, you may wish to consider other types of sibling listed in the Admissions Code, para 1.11: "foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school"

**Commented [AM6]:** For clarity, you may wish to provide a link to this website.

## INTRODUCTION

St George's Hanover Square CE Primary School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place on a regular basis. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have according to the Educational Reform Act 1988s9(3) to withdraw their child from these activities.

**If your child was born between 1st September 2021 and 31st August 2022 then you can apply for a place for them at our nursery for September 2025.**

There are 13 places available for children in our school nursery.

## 30 HOURS PER WEEK FUNDED NURSERY PROVISION OFFER

Schools receive funding for only the 15 hours of free Nursery entitlement and the children of working parents who meet the criteria will become eligible for an additional 15 hours funded childcare. In order to try and support the school meeting the cost of the full time provision offered to all children, working parents who are eligible for the additional 15 hours of funded Nursery hours will be asked to apply for this funding. The school office will provide details with more information on whether or not they are eligible to apply for this additional funding and how to apply.

Nursery children are non-compulsory school age and the following procedures and criteria will apply.

## APPLICATION TO NURSERY AND TIMETABLE

To apply for a place at our nursery, you will need to complete and return the **Supplementary Information Form (SIF)** attached to this policy and return it, in person, to the school office, and proof of residency by 15 January 2025.

**Please also be aware that admission to Nursery class does not guarantee admission to Reception class and Years 1 to 6. Parents must separately apply for a primary school place, following the published Admissions Policy for Reception class and Years 1 to Year 6 classes for the year of admission.**

#### **IN-YEAR ADMISSIONS TO NURSERY CLASS**

In-Year admissions are those which take place at times other than normal admissions to Nursery Class. Applications for in-year admissions are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school.

#### **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION HEALTH AND CARE PLAN (EHCP)**

The admission of a pupil with a statement of Special Educational Needs or an Education Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

#### **APPEALS**

Parents of children whose applications are unsuccessful for a place at St George's do have a right of appeal against the Governors decision. They should write within 14 days to the Appeals Committee of the Governing Body at St George's School. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

#### **LATE APPLICATIONS**

Late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the published admission criteria.

#### **TIE BREAKER**

If any category is oversubscribed, priority will be given to those living nearest to the School. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by ordinance survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

### CHILDREN OUT OF AGE

Requests for children to be admitted outside their chronological age group should be addressed to the Chair of Governors during the application process. The Admissions Committee will consider each request on its own merits and permission will only be given in exceptional circumstances.

### FAIR ACCESS PROTOCOL

The Governors will comply with the locally agreed Fair Access Protocol to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those children with challenging behaviour. These pupils will be shared between all schools in ways that are fair, objective and transparent.

### Interpretation of terms used in the Admissions Policy and Admissions Criteria

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Parent</b>	The adult or adults with legal responsibility for the child
<b>Home Address</b>	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
<b>“looked after child”</b>	Ref The School Admissions Code 2021, para 1.7. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.  A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
<b>Adopted</b>	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
<b>Child Arrangements Order</b>	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
<b>Special Guardianship Order</b>	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child who has been ‘looked after’ until the order is made qualifies under this category.
<b>Christian</b>	A member of one of the Churches that is a member of “Churches Together in England (CTIE)”