

Apply Now!
Deadline: 14 January 2019



School Admissions

Starting Nursery

2019-20

For children born between
1 September 2015 and 31 March 2017

Cheam Common Infants' Academy
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Introduction

This booklet explains how you can apply for a nursery place at Cheam Common Infants' Academy.

Before completing your application it is very important that you read through this booklet, so that you understand how your application will be considered.

If you would like any further information on making your application, please go to www.cheamcommoninfants.com or contact the Admissions Secretary on 020 8337 4152 or email: cciadmissions@leoacademytrust.co.uk

Admissions Team

Mrs V Meaney – Admissions Secretary
Miss L Hobby – Assistant Head & Early Years Foundation Stage Leader
Mrs V Riziotis – Head Teacher
Mr J Gore – Governor

When can my child start nursery?

Our main intake for nursery is in September. The earliest that a child will normally be considered to start at Cheam Common Infants' Academy nursery is at the beginning of the September following their third birthday. It may, however, be possible for younger children to gain a place starting mid-way through the academic year if places are available. Details of this are below.

Children born between 1 September 2015 & 31 March 2016

If your child was born between 1 September 2015 & 31 March 2016 and you wish them to attend nursery to start in September 2019, you should apply before the deadline of 14 January 2019. If you applied for a nursery place for your child last year but were unsuccessful, you **must** reapply this year.

Children born between 1 April 2016 & 31 August 2016

If your child was born between 1 April & 31 August 2016, you should apply for his or her nursery place before the deadline of 14 January 2019. Your child will be eligible to begin nursery in September 2019.

Children born between 1 September 2016 & 31 December 2016; and between 1 January 2017 & 31 March 2017

It may be possible for slightly younger children to start nursery later in the academic year, subject to the availability of places. To be considered for one of these places next year you should apply before the deadline of 14 January 2019.

If your child was born between 1 September 2016 & 31 December 2016, they may be able to start nursery at the start of the **Spring term (January)** if there are places available at that point. This will mean they will have two extra terms at nursery.

If your child was born between 1 January 2017 & 31 March 2017, they may be able to start nursery at the start of the **Summer term (April)** if there are places available at that point. This will mean they will have one extra term at nursery.

Applicants with children within these dates of birth range will not be considered in the initial allocation but will only be considered by the school if we still have vacancies after the Autumn term has started in September. **You will not be sent an outcome letter and you will only be contacted after the half term in October if we are able to offer a nursery place.**

Please note that many nurseries fill up in September with children who have already turned three, so even if your child was born between 1 September 2016 & 31 March 2017 and you apply before the deadline of 14 January 2019, it is still possible there will be no places available at our nursery. Your child may have to wait until September 2020 to begin nursery, and you will need to make a further application next year.

Can my child start nursery earlier?

Currently, Cheam Common Infants' Academy nursery only accepts children the term after their third birthday.

Can my child start nursery later?

If your child's birthday falls between 1 September 2016 and 31 March 2017 it may be possible to start nursery later in the academic year, subject to the availability of places. However our nursery usually fills up in September with children who have already turned three, so it is possible that there will be no places. In that case you will need to wait and re-apply from September 2019 for entry the following year. If you are offered a place and do not wish to take it up immediately, you may ask to be placed on a waiting list for a later term.

Do I get priority for a reception place if my child attends the nursery?

No, children attending Cheam Common Infants' Academy nursery have no priority for admission into our Reception. This is to ensure that parents who have decided not to send their child to nursery will not be disadvantaged when applying for a reception place.

You will need to make a separate application for a place in reception at the appropriate time, regardless of which nursery school (if any) your child attends.

What if there are more applicants than places available?

Places are allocated in the following criteria and order:

1. Children who have reached the age of 3 years before 1 September 2019
2. Children who have reached the age of 3 years before 1 January 2020
3. Children who have reached the age of 3 years before 1 April 2020

All children who are eligible for entry in September 2019 will be given priority over children not eligible to start until January or April 2020. **Applicants that apply under criteria 2 or 3 above will not be considered at the initial allocation and will not be sent an outcome letter.**

If any of criteria 1, 2 or 3 above are oversubscribed, places will be offered in the following order:

- a. Looked After Children and previously Looked After Children (see [page 8](#) for more details).
- b. Children who have a professionally supported medical or exceptional social reason for attending our nursery (see [page 8](#) for more details).
- c. Children with an older brother or sister attending the school, or attached junior school (Cheam Common Junior Academy), at the time that the younger child starts nursery.
- d. On the basis of proximity to the school, measured using the distance checker on the London Borough of Sutton website, with those living closer to the school receiving the higher priority.

Are places full time or part time?

At Cheam Common Infants' Academy nursery we offer a flexible package of provision. This includes the opportunity to be allocated either 15 hours per week (all 3 year olds are entitled to this provision) or 30 hours per week for **eligible working parents**. Please refer to the website www.childcarechoices.gov.uk for more information about eligibility.

30 hour places will also be allocated according to the over-subscribed criteria and eligibility.

- Monday to Friday all day (8.35 am to 3.20 pm).

15 hours per week are offered as follows:

- Monday to Friday am only (8.35 am to 11.35 am).
- Monday to Friday pm only (12.20 pm to 3.20 pm).
- Monday, Tuesday all day (8.35 am to 3.20 pm) and Wednesday am (8.35 am to 11.35 am).
- Wednesday pm (12.20 pm to 3.20 pm), Thursday and Friday all day (8.35 am to 3.20 pm).

Cheam Common Infants' Academy nursery offers at least 16 full-time 30 hour places for working parents.

To enable a smooth running of the nursery, children who attend any full day sessions receive an extra 45 minutes per day for lunch (outside of the 15 or 30 hour offer). In order for us to staff this extra time we ask for a daily monetary contribution to be paid via Parentmail.

How do I apply for a nursery place?

You should apply for a nursery place at Cheam Common Infants' Academy using the application form downloadable from www.cheamcommoninfants.com/admissions or by collecting a copy from the school office. The closing date for applications is 14 January 2019.

The application form is straightforward but if you have any doubts about the information you should enter please speak to the school office.

Submitting more than one application could, at the very least, delay your application.

Completing the application

Section 1 – Your child

We need your child's full name, date of birth and gender.

The address on the application form must be your child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Nor is it permitted for you to use a temporarily rented address to secure a school place for your child. The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

An application can only be made from a single address, and only a single application for nursery can be made for each child.

If you move address after completing your application, you must let us know by emailing cciadmissions@leoacademytrust.co.uk to inform us. Any offer of a place based on where your child lives is conditional on your child being resident at this address at the closing date for applications.

The school reserves the right to seek evidence from parents, council records, primary schools or any other source deemed appropriate.

Any application which uses false information will be withdrawn. If an application is found to be fraudulent after places are offered, any offer of a place will normally be withdrawn and a new application will have to be made.

Section 2 – Parent or carer's details

We also need your name and address, if it is different to the child's address. **Your contact details are vital; please ensure you include an up-to-date telephone number and email address.**

The person applying on behalf of the child should be the person with '[parental responsibility](#)' for the child. However, there may be occasions where this is not the case, and this should be indicated on the form. We may check your address against council records and may request supporting evidence in the name that matches the one given on the application form. If you move house, you should notify the School Admissions Team **immediately** and provide proof of the new address.

Email: cciadmissions@leoacademytrust.co.uk

Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. For children born prior to 1 January 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently. Other people can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

Step parents, grandparents and other close relatives do not have automatic parental responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or not related at all to the child it is likely that you are a private foster parent. In law this means you must tell your local council you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a nursery school place and obtain their permission. You can find more information on parental responsibility at <https://www.gov.uk/parental-rights-responsibilities>.

If you are unsure about your status, you should submit your application with a covering letter to explain your situation.

Section 3 – Children in Public Care / Looked After Children

a) Looked after children

Children who are Looked After by a local authority, or who were previously Looked After immediately before being adopted or subject to a Residence Order or Special Guardianship Order, receive priority for a nursery place. It is important that you include this on the application form and provide supporting evidence from a social worker.

Please note that children adopted from overseas are not classified as children in public care.

Section 4 – Medical/Social or Sibling Reasons

b) Social / medical reasons

You are able to give a reason for applying to our nursery. Whilst we will have regard to the information you provide, this alone would not normally give priority for a place. If you wish to apply under exceptional medical and social criteria, you must provide additional information and professional evidence to support your case which should be attached to your application. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, doctor, and/or hospital consultant.

Providing professional evidence does not guarantee your child priority at Cheam Common Infants' School nursery. The decision will be made by the Admissions team, who will consider whether the circumstances warrant a child being offered a place, and whether they should give the child priority over other applicants who may, for example, have siblings at the school or who may live closer.

If there are supported medical and social needs for mobility reasons, consideration for a priority place will normally only be given for your nearest nursery.

Evidence to support a medical condition can come from the family GP or child's hospital consultant. This should confirm your child's condition and outline how it is managed. It should also confirm how it would affect your child in school and its relevance to a nursery placement. Common ailments such as asthma would not normally be given a priority placement. Any other medical conditions in the family may be considered but as a separate issue under social reasons.

Please note that it is **not** possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

c) Siblings

Sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If your child will have a sibling in the school or attached junior school, it is important that you include the sibling's details in the application to ensure that, if applicable, sibling priority is given.

You should not name any child who is not a sibling, and you should only name a sibling if they are still going to be in attendance when the younger child is due to start.

Section 5 – Requested Provision

This gives us an indication of your preferred choice. It is not a guarantee of a place in that session and we will ask you to re-confirm your choice if your application is successful, prior to starting.

Section 6 – Declaration and Signature of Parent/Carer

Please read the declaration carefully, sign to confirm you accept it, and submit the application by posting or hand delivering to the school office.

Supporting evidence

If you wish social/medical reasons to be considered, you must provide evidence with your application.

Closing date

The closing date for applications to Cheam Common Infants' Academy nursery is 14 January 2019 at 3.30 pm.

Acknowledgement of applications

When your application is received, you will receive an email confirming your application has been safely submitted. It is imperative that you provide an email at the time of applying and that you check for receipt of this confirmation email. Alternatively applications can be acknowledged when accompanied by a stamped addressed envelope. If you include an SAE, it may take two weeks from receipt of your application to send this. Due to the numbers of applications being processed, it will not be possible for the School Admissions Team to respond to telephone enquiries to check receipt of forms. This is why we recommend you provide an email address.

When will I know if my application is successful?

Children born between 1 September 2015 & 31 August 2016

Letters giving the results of applications will be posted first class by **30th April 2019**.

You will be told if Cheam Common Infants' Academy nursery is able to offer a place for your child or not. Where an offer is made, you will be given 2 weeks to decide whether or not you want to accept the place.

If you are not offered a place at Cheam Common Infants' Academy nursery, your child's name will automatically be added to the waiting list. Vacancies arising after the initial allocation will be offered to children on the waiting lists, based on the admission arrangements set out on [page 5](#). If you change your mind and wish to be removed for the waiting list at any time please call the School office or email to let us know.

Children born between 1 September 2016 & 31 March 2017

You will not be sent a letter by **30th April 2019** as these applicants are not considered until after half term in October 2019. After this date you will only be contacted if a place becomes available for your child. If you do not hear from us by the end of the Autumn term you should reapply for the following year.

Please note that waiting lists will **not** be carried forward automatically to the 2020/21 academic year. If your child will still be eligible to be considered for a place for September 2020 intake, you will need to reapply by January 2020.

There is no formal appeal system if you do not get offered a place at Cheam Common Infants' Academy nursery.

Can I defer my child's place at nursery?

If you are offered a place and do not wish to take it up immediately, you may ask to be placed on a waiting list for a later term. However, you should note that we usually fill all our places in September, and as such, there is no guarantee that a place will become available later in the year.

What if I miss the closing date for applications?

If you miss the closing date your application will be treated as a **late application**. If vacancies remain at our nursery after initial allocation, you may be offered a place. However, if the nursery is oversubscribed your child's name will be added to the waiting list. If we are unable to offer you a place please contact the Family Information Services who may be able to advise you regarding other Sutton nurseries details on [page 11](#)

What happens if I change my address?

If you move at any time after submitting an application to us, you must advise us **immediately** by emailing cciadmissions@leoacademytrust.co.uk.

The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such failure to tell us about a new address may result in an incorrect allocation of nursery places. If you fail to tell us about a house move, we may withdraw your application or any offer of a nursery place that has been made.

How will waiting lists be managed?

Your child will automatically be added to the waiting list for our nursery in the following circumstances:

If you are not offered a place in the initial round of offers

If you submit a late application, and the nursery is oversubscribed with applicants who applied on time

Children born between 1 September 2016 & 31 March 2017 will be added to the waiting list in October 2019

Waiting lists will be ranked according to the school's admission criteria as set out on [page 5](#). No priority can be given to children according to the date their application was received or when their name was added to the list.

As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists.

You should note that your child's position on a waiting list may go down as well as up. This is because other children might be added to the nursery's waiting list who have greater priority for a place against the nursery's admission criteria. This can happen when new families move into the area or when other families, who had previously not named a nursery as a preference, ask to go on the waiting list for the nursery after the initial allocation date.

If your child is not successful for a place in 2019/20 but will remain eligible for a nursery place in 2020/21, you will need to reapply by January 2020.

Summary of information

1. Children eligible to start in September will always get priority over younger children that are not eligible to start until either January or April.
2. Children eligible to start in either January or April will not be considered until after the term starts in September and will be contacted after the October half term and only then if there are vacancies in the nursery.
3. Try to visit our nursery before completing your application, come along to our open days (dates advertised on our website).
4. There are always some nurseries which are oversubscribed. You should bear in mind that the nearer you live to our nursery the more likely it is that your application will be successful. However, there is no guarantee of being offered a place.
5. If you are not offered a place at Cheam Common Infants' Academy nursery you will have the opportunity to add your child's name to the waiting list or contact another school nursery.
6. If you receive an offer of an alternative nursery you can accept the offer and leave your child's name on our waiting list.
7. Before submitting your application; please check that you have included the following information:

Child's name

Child's date of birth

Your postcode

Any relevant medical or social evidence to support your application

Please sign and date the form

8. If your circumstances change after you have submitted your form, you must notify us in writing by emailing: cciadmissions@leoacademytrust.co.uk or writing to:

Admissions Team

Cheam Common Infants' Academy

Balmoral Road

Worcester Park

Surrey

KT4 8EU

9. Nursery education is not statutory; your child does not have to attend a school nursery

For further information about nursery provision in Sutton and the funding that is available, please contact the Family Information Service:

Web: www.suttonfamilyinfo.org.uk

Email: familyinfo@sutton.gov.uk

Tel: 020 8770 6000

Contact the Sutton Family Information Directory to search for childcare, activities and other support services can be visited at www.sutton.gov.uk/fid

Key Dates

From September 2018	Applications can be made
October 2018 – January 2019	<u>Open Days</u> Tuesday 9 th October – 9.30 am Thursday 1 st November – 1.45 pm Friday 11 th January – 9.30 am
14 January 2019	Closing date for receipt of applications. To be received into the school office <u>no later</u> than <u>3.30pm</u>
8 February 2019	Latest date that an application that is <u>late for good</u> <u>reason</u> can be accepted. Reasons and evidence must be presented with the application before this date.
30 April 2019	Notification of the outcome will be posted to parents by 1 st class post.