



Christ Church New Malden

Church of England Primary School



Governors' Nursery Admissions Policy 2027-28 School Year

Committee responsible	Admissions
Approval required by	Full Governing Body
Statutory or Recommended	Statutory
Frequency of review	Annually
Date last reviewed	20/1/2026
Date of next review	January 2027
Display on website	Yes
Link with other policies	

	Signed	Date
Headteacher		20/1/2026
Chair of Governors		20/1/2026

1. Introduction

Ethos Statement

Christ Church New Malden Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

- The Governing Body is responsible for the admission of pupils to Christ Church New Malden Church of England Primary School Nursery. Our nursery admits both full time and part time pupils, with a maximum of 26 in any given session. We admit children to our nursery from the term after they turn three years old or from September in the school year in which they become four years of age. Regardless of when a child is first admitted to our nursery, applications must be submitted for the year in which the child turns four years of age.
- Applications for admission must be made directly to the Governors on the Application form obtainable from the School office in Lime Grove.
- If the number of applications exceeds the number of places available, the Governors will offer places on the basis of the ranked criteria in **Section 2**.
- The criteria described in **Section 2** will be applied in rank order to all applicants on the list. The criteria will be applied on the basis of information given by parents. In the event of a 'tie,' preference will be given to the child living closer to the school with the measurements determined, using the Local Authority's geographical information system, from the applicant's home to the main entrance of the Lime Grove site. If two or more applicants live equidistant from the school, the governors will draw lots to determine which applicant is offered a place.
- It is emphasised that the Governing Body will consider all applications equally with due care and compassion. The Governors are also required to have regard to the efficient use of educational resources.

2. Nursery Admissions Ranking Criteria

If there are more applicants than places, priority will be given in the following order:

1. Looked After Children or previously looked after children. 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 the 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.

A child is regarded as having been in state care outside of England if they were in care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children with known social and/or medical needs. Written supporting evidence should be supplied at the time of application from a relevant professional e.g. specialist health professional, social worker etc. The evidence must show why Christ Church is the most suitable school nursery and the difficulties that would be caused if the child has to attend another school nursery.
3. Places will be offered to children of staff who have been employed by the School for at least two years prior to application, or to fill a post for which there was a demonstrable skills shortage
4. Children who will have a brother or sister, (including an adopted, foster, half - or step - brother or sister), living at the same address and attending Christ Church New Malden C of E Primary School at the time of admission. In the event of more applications than places within this criteria, priority will be given to families who satisfy the church criteria and then criteria of distance will be applied.
5.
 - a) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at Christ Church or St. John's New Malden, at least twice a month and has done so for a period of two years** at the time of application.
 - b) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at another church belonging to Churches Together in New Malden (as at 1st November 2018)* at least twice a month and has done so for a period of two years** at the time of application.
 - c) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at another Trinitarian Christian Church (including non English language churches) at least twice a month and has done so for a period of two years** at the time of application and who live within 2 kilometres of the school.
6. Any remaining places will be offered to children who live nearest to the school, as measured by a straight line to the main entrance of the Lime Grove site. All distances will be measured using the School Admissions computerised Geographical Information System.

* These Churches are New Malden Baptist Church, New Malden Methodist Church, St. James's, St Joseph's and New Malden United Reformed Church.

**For categories 5, if the family has been attending for less than two years, but previously attended another church belonging to Churches Together in England, a supplementary information form from the previous church is also required.

Written evidence of the applicant's commitment to their place of worship will be needed and this school provides the appropriate supplementary information form for completion by parents and the clergy. This form must accompany any application for a place where church criteria is being used; if no Supplementary Information form is received the application cannot be considered under the church criteria and the other criteria will be used to determine the application

If you are claiming priority under church criteria please collect a Supplementary Information form from the school and return with your application and documents by the Nursery Application closing date of the year in which you are applying.

Variant: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

3. General Information

Please note that applications will be considered on the basis of the home address that applies on the closing date for applications, unless contracts have already been exchanged for a new address, in which case the new address will apply. Proof of a child's age and address should be sent at the same time as the application is submitted.

Replies to all requests for admission will be sent to parents as soon as possible after the closing date for applications. Unsuccessful applicants do not have a right of appeal against the Governors' decision on Nursery places.

4. Waiting Lists

For various reasons, places may arise in the Nursery throughout the School year. Where the number of applicants exceeds the number of places, the applicants will be allocated according to the admissions criteria at all times.