

ASHTREE PRIMARY SCHOOL AND NURSERY

NURSERY ADMISSIONS POLICY 2024/2025

INTRODUCTION

The arrangements for admitting children to Hertfordshire schools are set out in the booklet available to parents "Primary Education in Hertfordshire". This document is revised each year together with the list of schools in each area with their planned admission numbers.

ARRANGEMENTS FOR ADMISSION

Nursery admissions are different from Reception place admissions, which are dealt with by Hertfordshire County Council.

For admission into a school's nursery, application should be made directly to the school. Application forms can be found on a school's website or by contacting the school office.

Ashtree Primary School & Nursery prioritises admission in the Autumn Term. However, if there are places available, then admission may be granted in the Spring or Summer term as well.

CRITERIA FOR ALLOCATING NURSERY PLACES

This document sets out the process for applying for a Nursery place at Ashtree Primary School and Nursery. The school manages Nursery admissions.

Parents must apply for Nursery places following the Nursery admissions criteria. If the number of applications is less than the number of nursery places available, the school will accept all the applications.

Parents of children born between **01/09/2020 – 31/08/2021** will be able to apply directly to the school on the school's application form between the dates of **1st January and 16th March 2024**, for a start date in September 2024. Applications will not be looked at until after the closing date. Allocations will be made by post on **20th April 2024**.

Children are eligible to join the nursery class in the term after they have had their third birthday. If spaces are available, then a Spring or Summer start date might be possible. Please contact the school office for a discussion about mid-year start dates.

Parents will need to accept or reject a place **in writing within 2 weeks of the offer of place**.

Parents are required to submit a paper copy of their application form in to the school office. With the application forms, parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.

All applicants will receive a letter, which will be posted first class informing them of

whether they have a Nursery place.

Times are made available for prospective parents to visit the Nursery prior to the closing date for the applications. Parents should contact the school office for further details or make an appointment to view the Nursery.

All Nursery children have the opportunity to attend Nursery for five mornings or for five afternoons, or for 30 hours. There is a staggered intake over the first week for the Nursery to help the children to settle.

Nursery Times

We have a 15 place morning Nursery and a 15 place afternoon Nursery.

Your child will be allocated to either the morning or afternoon session or 30 hours (8.45am – 3.30pm). Please let us know on your application if you have a preference and we will try to accommodate this.

The offer of 15 hours is every morning in the Nursery from Monday to Friday, from 8:45am to 11:45am, term time only or every afternoon in the Nursery from Monday to Friday, from 12:30pm to 3:30pm term time only.

For 30 hours eligible families the time is from 8.45am – 3.30pm Monday to Thursday, and 8.45am-11.45am on Friday term time only.

Morning Nursery

- Nursery starts at 8.45 am
- Nursery ends at 11.45 am

Afternoon Nursery

- Nursery starts at 12.30 pm
- Nursery ends at 3.30 pm

Optional Paid Lunch Session

- 11.45 –12.30pm (packed lunch from home or paid school packed lunch)

30 Hours Provision

- Nursery Starts at 8.45am (Monday – Friday)
- Nursery Ends at 3.30pm (Monday-Thursday)
- Nursery Ends at 11.45am (Friday)
- Optional additional charge for Friday afternoons available – this additional session will end at 3.30pm

Lunch

- Lunch for 30 hour pupils: 11.45 –12.30pm (packed lunch from home or paid school packed lunch)

When submitting your admission form, please indicate your preferred admission type:

- 30 hours provision
- Morning only
- Afternoon only.

If you find that you are not eligible, but still require a 30-hour nursery place, we offer the option for you to pay for the extra 15 hours per week. This is presently a cost of £6.00 per hour (£90 per week) and must be paid two weeks in advance (£180 in advance).

SUBMITTING EVIDENCE

Evidence should be submitted when applications are handed in or be received by the closing date. Information provided after the closing date will only be considered when there are significant changes of circumstances.

The school will allocate places using the criteria set out below:

NURSERY ADMISSIONS CRITERIA

All children with a statement of special educational need which names the school: **or**, with an education, health and care plan that names the school, will be allocated a place in accordance with section 324 of the Education Act 1996

If there are fewer applicants than places available at the school all applicants will be admitted.

If there are not enough places available, places will be allocated according to the oversubscription criteria, in the following order of priority:

Rule 1: Children looked after and children, who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) **or**

A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Children Looked After (CLA)

Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

A "child looked after" 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 (section 22(1) of The Children Act 1989).

Adopted – under the terms of The Adoption and Children Act 2002 (section 46) The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible.

Residence Order – under the terms of The Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live.

Special guardianship order - under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Social and Medical Applications

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

This rule allows the exceptional and compelling circumstances of individual children and families to be taken into account. Evidence must be provided and it must relate specifically to our school. It must clearly demonstrate why Ashtree Primary School and Nursery is the only Nursery that can meet the child's needs.

All applications under the Medical and Social rule are considered individually. A successful application will include:

- Specific professional evidence that justifies why Ashtree Primary School and Nursery School is the only Nursery that can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances, making clear why Ashtree Primary School and Nursery is the only Nursery that can meet the child's needs.
- If our school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
- Medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only our school essential and the evidence should make clear why only our school is appropriate.

Rule 3: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age- range of the school – that is Year 6.

A sibling is defined as children who live as brother or sister in the same house, including natural brothers and sisters, half -brothers and sisters, adopted siblings, step-brothers or sisters or foster brothers and sisters.

Rule 4: Any other children.

Admission rules are applied in order. If more children qualify for a school place under a rule than there are places available, a tiebreak will be used. That means that the next rule will be applied to those children. If more children qualify under Rule 3 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line (as the crow flies). An internet, straight distance measurement tool will be used.

Where there is a need for a tiebreaker, where two different addresses measure the same distance from our school, for example, in the case of a block of flats, the lower door number will be deemed nearest as logically this will be on the ground floor and

therefore closer. If there are two identical addresses of separate applicants, the tie-break will be random.

Where the nursery is oversubscribed it will maintain a waiting list in criteria order.

Home visits

These will be made from June onwards before the child takes up their place.

Leavers during the Year

If a child is withdrawn by their parents from nursery during the school year, we request that parents must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery, they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications.

Attendance

In order to be able to deliver the Early Years Foundation Stage curriculum we require your child to attend, regularly, all 5 sessions per week. This enables us to deliver the correct curriculum and monitor progress in their learning and development.

TRANSFER FROM NURSERY INTO SCHOOL

All parents and guardians must be made aware that a place in the nursery does not guarantee a place in the reception class and that they must still go through the correct Hertfordshire County Council Admissions Procedure.

There are separate processes for Nursery and Reception places. Parents need to apply for both stages as they are not linked and having a Nursery place does not guarantee a place in Reception. Hertfordshire County Council Admission's Team can be contacted on 0300 123 4043 for more information.

<http://www.hertsdirect.org/services/edlearn/admissions/>

APPLICATIONS FOR SCHOOL PLACES

The Local Education Authority organises admission to Primary Schools. Parents of children who are of preschool age should receive a County Admissions Booklet in the Autumn Term, prior to the academic year in which the child starts school. All applications are completed either online or on paper.

Parents can apply for up to three schools in order of preference. If a school receives more applications than they have places available, admission criteria are used and places are allocated to those who best meet the published admission rules.