



Approved by Governing Body: 27 November 2019

St Andrew's CE Primary School Much Hadham

NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2020 – 2021

Our Nursery class takes place every morning from 9am to 12 noon, term time only, in our Early Years Foundation Stage Unit. The School has places for 26 children in the Nursery class.

St Andrew's has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2020 will be for those children born between 1 September 2016 and 31 August 2017.

St Andrew's CE Primary School and Nursery offers 15 hours Free Early Education (3 hours every morning, 5 days per week) and does not offer the additional 15 hours to provide 30 Hour Childcare provision. (Much Hadham Pre School – adjacent to the school site – is offering the additional 15 hours and will collect children from our Nursery).

Allocation of a place at St Andrew's CE Primary School and Nursery is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. Without this there can be no funding for a place in the Nursery.

Information leaflets will be sent to parents by HCC in the Autumn term.

ADMISSIONS PROCEDURES

All Schools/Nurseries are responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's application form available from the school website or the School Office. This application form must be returned to the School Office by Friday 13 March 2020 at the latest (see timeline below).

The Admissions timetable for all schools is no longer laid down by HCC. St Andrew's and other local schools aim to use the following timeline for processing applications to their schools:

- **Monday 3 February 2020** Applications open to apply for a place in our Nursery class
- **Friday 13 March 2020** The application system for St Andrew's closes
- **Wednesday 22 April 2020** St Andrew's will offer places directly to parents by letter or email
- **Friday 1 May 2020** Deadline for parents to accept places in writing

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form. If your application form is not completed correctly this may result in the application being given a lower priority. This should include details of siblings and Church attendance (see below).

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school place happens 6 months later in the Autumn Term.

The offer of a Nursery place will be ONLY for a full time place (3 hours every morning), 5 days per week, 38 weeks a year (Term time only).

There is no right of appeal against non admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names St Andrew's CE Primary School and Nursery, Much Hadham will be admitted to the Nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors, in order:

Criteria 1

- a) Children in public care (Children Looked After) and children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).
- b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an Inter-agency Child Protection Plan.

Criteria 2

Children whose parent is a permanent member of the teaching staff (see Note f).

Criteria 3

Children who at the time of **application** have their home address within the ecclesiastical Parish of Much Hadham as indicated on the map available in School and on the School website.

Criteria 4

Children who will have a sibling in the school at the time of **admission**. (See definition of sibling in note d.)

Criteria 5

Children, one or more of whose parents/guardians have, at the time of application attended at least once every calendar month and for a period of twelve months previously, Anglican worship at St Andrew's Church, Much Hadham and/or St Thomas' Church, Perry Green. A letter from the Rector is required verifying that this level of attendance has been met. (The Governors anticipate that parents given a place for their child under the Church Membership category will satisfy the requirements of that category at the time of admission.) Applicants in this category will need to complete the relevant section of the application form.

Criteria 6

Any other children with priority to those living closest to St Andrew's CE Primary School and Nursery, Much Hadham.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be **distance from the School**. This will be a distance measurement provided by Hertfordshire County Council's "Find a school" service on the hertfordshire.gov.uk website.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, 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.

Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. Residence within the area defined in criteria 3 does not give an automatic right to a place in the school.

- b. The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's 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)

- c. In respect of 'Children Looked After', home address and 'sibling' the governors use the same definitions as HCC. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d. A sibling means the sister/brother, half brother/sister, adopted brother/sister, a child of the parent/carer/partner or a child looked after or previously looked after (1), who lives permanently (2) in a placement within the home as part of the family household from Monday to Friday at the time of this application

A sibling must be on the roll of the school at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

(1) Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

(2) A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved, or a looked after child in a respite placement, or very short term or bridging foster placement.

- e. Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the 30th child admitted is the first twin or a multiple birth the second twin or other sibling(s) will be admitted as exceptions to the Infant Class size rule.
- f. Children of teaching staff (QTS) will be considered in the following circumstances:
 - 1. where the member of teaching staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - 2. the member of teaching staff is recruited to fill a vacant teaching post for which there is demonstrable skill shortage.

CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the governors if they wish their child's name to be removed from the waiting list.

All 'in year' applications will be coordinated by St Andrew's School to whom all in year applications should be made. For more information please see our separate In-Year Admissions Policy which is available from the School Office or downloaded from the school website.

Much Hadham Parish Map

