



Approved by Governing Body: 2 October 2024
Approved by Diocese DBE – October 2024
Determined by Governing Body: 4 December 2024

St Andrew's CE Primary School
Much Hadham

NURSERY ADMISSIONS POLICY
For Admissions in Academic Year 2025 – 2026

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 2025 will be for those children born between 1 September 2021 and 31 August 2022.

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. (Local providers – adjacent to the school site – can offer the additional 15 hours.)

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 7 March 2025 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 13 January 2025** Applications open to apply for a place in our Nursery class
- **Friday 7 March 2025** The application system for St Andrew's closes
- **Monday 17 March 2025** St Andrew's will offer places directly to parents by letter or email
- **Monday 25 April 2025** 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 starts 6 months later in the Autumn Term 2025.

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

Looked After Children and all Previously Looked After Children, who ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order), including children who appear to the Governors to have been in state care outside of England and ceased to be in state care as a result of being adopted

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 at the time of making an application to the school.

Children Previously Looked After outside of England and subsequently adopted will be prioritised under this Criteria 1 if the child's previously Looked After status and adoption is confirmed by Hertfordshire's "Virtual School".

A child is regarded as having been in "state care" outside of England if he or she was in the care of, or accommodated by:

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Criteria 2

Children whose parent/carer (who has parental responsibility) 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 at the end of this policy.

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.

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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 (6) 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. The tie break will be an independently supervised random draw.

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).

'Adopted' refers to an adoption order under section 46 of the Adoption and Children Act 2002. A 'child arrangements 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. Home address

The address provided on the application form must be the child's current permanent address at the time of application

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the

majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the deadline 7 March 2025. If the amended joint application is received after the deadline 8 March 2024, it will be treated as "late".

- 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 who lives permanently 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 or has been offered and accepted a place 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.

* 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. If an applicant has more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

e. Multiple births

Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the 26th child admitted is the first twin or a multiple birth the second twin or other sibling(s) will also be admitted.

- f. Children of teaching staff (QTS) will be prioritised in the following circumstances:
1. where the member of teaching staff 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. Prospective applicants would be told that they are being recruited under this category during the recruitment process

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). All other applications made *after 7th March 2025 and before the end of the academic year 2025-26* 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.

Much Hadham Parish Map

