

Heath Lane Nursery School



ADMISSIONS POLICY & PROCEDURE

Review Date	Date Approved by FGB	Next Review Date
May 2013	May 2013	September 2014
October 2014	October 2014	October 2015
February 2016	14 July 2016	Spring Term 2017
Autumn 2017	27 November 2017	Autumn Term 2018
Spring 2020	11 February 2021	Spring Term 2021

NURSERY SCHOOL PLACES

At Heath Lane Nursery School we work to a sessional allocation of up to 13 children in a key group in line with the Early Years Statutory Framework. Children can start at Heath Lane Nursery School the term after their third birthday. We accept admissions across the year spaces permitting (Autumn, Spring and Summer Term).

Timetable

Parents/carers are able to contact the Nursery at any time to book a visit and make enquiries about their needs. An admissions waiting list is kept of all interested families.

For the main September start parents are able to apply from the first working day in February and the application forms can be handed in at the Nursery office or by attaching to an email.

The timeframe and application dates for the main September intake will be published on the school website under Admissions. For the Spring and Summer intake (spaces permitting) parents will need to contact the Nursery office directly.

Allocation of Places

Priority of places:

1. Children with Educational Health and Care Plan (EHCP) naming the school
2. Children who come under the Rule 1 of Hertfordshire's Admissions Rules 'Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order)'.
 - a. Children with a particular medical or social need to go to the school (including EYPP, or as verified by a Health Visitor or other relevant professional).
 - b. Children taking up their full allocation of funded hours that they are eligible for, 15 or 30 hours
 - f. Any other children
3. Children 'at risk' or with a Child Protection Plan
4. Children of staff on permanent contracts at the School.
5. Other applicants;

Evidence will be required if applying under Priority 1-4.

If more children qualify under a particular rule than there are spaces available a tiebreak will be used by applying the next rule for those children and priority will be given in order of receipt of application.

Waiting List

To ensure that admissions to the Nursery School are fair and transparent the following procedures will be followed;

- When a parent or carer makes an enquiry to the school and there is not a place available, the schools waiting list procedure will be explained fully.
- The waiting list is managed in accordance to the criteria for admissions set out above. The school will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within fourteen days the next person on the waiting list will be contacted and offered the available place.;
- If the parent or carer still wishes to take up the place for their child they will be asked to complete and Entry Form and agree a start date for their child.

Allocation of Nursery Places

Sessions are allocated on a first come first served basis..

Allocation of Nursery places will be decided by the Headteacher and Office Manager. Priority will be given to those who are taking up their full entitlement of funded hours.

In the event of spaces becoming available they will be offered to the next applicant on the waiting list.

Parents of children with a 30 hour place must confirm their eligibility by going on to the HMRC website. It is the parents' responsibility to obtain a valid code prior to their child's first term. They must then ensure that they reconfirm their eligibility when required.

Where a family is no longer eligible the extended hours will be withdrawn.

For up-to-date information on eligibility please visit www.hertfordshire.gov.uk/parents.

Right of Appeal

As nursery provision is non-statutory, the Nursery's decision will be final and there is no formal right of appeal.

Data Security

We take our data security responsibilities very seriously. Application forms for successful applicants will be stored in hard copy in the Nursery office. Applications from unsuccessful applicants who request to be added to a waiting list will be kept in the Nursery office for a maximum of 12 months, or until a place becomes available. Application forms will be disposed of securely if no place becomes available, or if the parent/carer withdraws their name from the waiting list.

Additional Hours

Parents may book and pay for additional sessions on a regular or ad-hoc basis depending on availability.

Guidance for parents/carers of summer born children in Nursery

Reception entry and summer born children

Schools are required to offer children a place in a reception class in the September following the child's fourth birthday. Legally, however a child does not have to start school until the start of term following their fifth birthday.

The government has amended the Schools Admissions Code to allow summer born children to be admitted to the reception class at age five if this is the parent's choice. Summer born children are those born between **1 April and 31 August**.

Summer born children who decide to start in nursery will continue to receive funding for the hours a child is attending up to 15 per week, 570 hours per year; parents will not have to pay for the 15 hours.

If, as a parent of a summer born child, you wish for your child to remain at Heath Lane Nursery School you will not have to reapply to keep your child's place, **however you must notify us before the end of the spring term (i.e.prior to Easter break). We would strongly recommend that any parent who is considering this option discusses this with us first so that we can ensure the best needs of your child are met.**

Change History:

Issue	Date	List of Changes	Approved By	Authorised By
1	Sept. 2017	Admission policy completely revised to take account of the new requirement for schools to be responsible for their own admissions.	Governing Body	Pauline Kirtley
2	January 2020	Due to reaching maximum numbers in session at any one time, the whole policy has been reviewed and amended accordingly. To be ratified at the next Full Governing Body Meeting.	Governing Body	Hayley Yendell
3	January 2021	Changed the introduction to clarify the number of children in each key group under EYFS. Allocation of Places showing the priorities of places. Inserted a paragraph regarding waiting list and how it works. Allocation changed to make it clear priority will be given to those accessing their full entitlement. Added in a section for Guidance for parents/carers of summer born children.		Hayley Yendell