



## Nursery Admissions Policy - 2018

From September 2018, responsibility for admission to the nursery lies with Stapleford Primary School, who will admit a maximum of 12 children in the academic year. The school will have two intakes:

- September intake for children born between 1 September and 28 February
- January intake for children born between 1 March and 31 August

All nursery children will be encouraged to attend five mornings a week (15 hours) to maximise learning opportunities. Stapleford Primary School will not be offering 30 hours of nursery provision. Attendance at the Nursery does not guarantee subsequent admission into the main school for primary education.

The Local Authority no longer coordinates the admissions for nursery in Hertfordshire schools. All applications **must** be made on the school's own application form. Applications may be made by downloading the form from the [school website](#) and emailing it to the school or by completing a paper copy available from the school office. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the date given below. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the application form only, which may result in your application being given a lower priority.

The official opening date for nursery admission application forms is 7<sup>th</sup> February 2018 and applications will close on Wednesday 28<sup>th</sup> February 2018. Allocations will be made at the beginning of March and parents will subsequently be informed. Following the initial allocation, parents will be expected to accept or reject the offer within two of weeks of the place being offered in order that remaining places can be allocated. Any remaining places will be allocated in accordance with the admissions criteria outlined below.

### **HOW PLACES ARE OFFERED**

Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school will be admitted to the school.

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

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order (*see definitions*).
2. Children who have a sibling in the school at the time of entry.
3. Children of families who live in our three ecclesiastical parishes of Stapleford, Bramfield and Waterford and whose family (parents and children) has attended any Christian church at least once a month for the year prior to the admission cut-off date (*a letter from the priest/minister/vicar will be required to support this*).
4. Children of parents living within the ecclesiastical parishes of Stapleford, Bramfield and Waterford.
5. Any other children.

### Tie Break

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school, measured using a computerized mapping system called AddressBase Premium. The distance will be measured from the address point of the pupil's home to the address point of the school.

The governors cooperate with the fair access policies of the Local Authority. Children admitted under the Fair Access Protocol will be prioritised above those on the C1 list and can be admitted over the Published Annual Number PAN.

Every effort will be made to accommodate twins and other 'multiple birth' applications, provided that this does not breach maximum class size regulations.

### **Continuing Interest (Nursery places)**

After places have been offered, governors will maintain the school's continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The school will contact parents/carers if a vacancy becomes available and it can be offered to a child. A continuing interest list will be maintained until the end of the summer term of 2018 - 2019. Late applications, will go onto this list in a position determined by the criteria.

## **DEFINITIONS**

**Category 1 Children in public care** (Children Looked After). 'Children in Public Care' means a child accommodated by a Local Authority under section 22 of the Children Act. An application under this rule must be accompanied by a letter from the child's social worker or advisory teacher. Highest priority will also be given to 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.

**Category 2 Sibling** For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> 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 named 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.

<sup>1</sup> 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.

<sup>2</sup> 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.

### **Categories 3 & 4 Home Address**

*Please note that evidence of permanent residency at the quoted address may be sought. ('Permanent' means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.)*

The website [www.achurchnearyou.com](http://www.achurchnearyou.com) can be used to check parish of residence.

A **Christian church** is defined as one which is a member of Churches Together in England or the Evangelical Alliance.

### **Fraudulent applications:**

The school, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

**Policy Written:** January 2018

**Policy Review Date:** January 2019

**Author of Policy:** Headteacher and Stapleford School Governors