ALL SAINTS C of E PRIMARY SCHOOL AND NURSERY
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NURSERY ADMISSIONS POLICY
For Admissions in Academic Year 2019 - 2020

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.

All Saints has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2019 will be for those children born between 1 September 2015 and 31 August 2016.

All Saints CE Primary School and Nursery offers 15 hours Free Early Education and does not offer the additional 15 hours to provide 30 Hour Childcare provision. (Little Ladybirds Pre School – adjacent to the school site – is offering the additional 15 hours and will collect children from our Nursery).

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. This guarantee should be made on the Parent Declaration Form (available on our website).

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

ADMISSIONS PROCEDURES

All Schools/Nurseries are now 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. This application form must be returned to the School Office by Friday 15 March 2019 at the latest (see timeline below).

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

- **Monday 4 February 2019** Applications open to apply for a place in our Nursery class
- **Friday 15 March 2019** The application system for All Saints closes
- **Monday 1 April 2019** All Saints will offer places directly to parents by letter or email
- **Wednesday 1 May 2019** 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 one year later.

The offer of a Nursery place will be ONLY for a full time place (3 hours daily in the 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 All Saints CE Primary School and Nursery, Bishop's Stortford 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:

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order (see LA definitions).
   *Note 5.

2. Children who have a sibling* in the main school or in the Nursery at the time of the application and be likely to remain in the school at the proposed date of admission.
   *Note 3.

3. Children of parents* at least one of whom worships at All Saints' Church, Hockerill at least once a month for the period of 12 months prior to the application deadline date.
   *Note 4.

4. Children whose parents are a permanent member of the staff.
   *Note 6.

5. Children of parents* at least one of whom worships at another Anglican church at least once a month for the period of 12 months prior to the application deadline date.
   *Notes 2 and 4.

6. Children of parents* at least one of whom worships* at another Christian church which is affiliated to Churches Together in England at least once a month for the period of 12 months prior to the application deadline date.
   *Notes 2 and 4.

7. Any Other children
   *Note 1.

In the event of there being over-subscription in the above categories, the determining factor will be the geographical proximity to school as defined below.
*Note 1.

Notes

1. 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**. 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 need for a tiebreaker where two different addresses measure the same distance from the School, in the case of a block of flats for example, a random, public draw (eg balls from a bag) will take place.

2. Parents* - for the purposes of this policy the term "parent" includes guardians and those with a legal responsibility for the welfare of the child.

3. Sibling* - a sibling refers to a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

4. The governors may require written evidence from the Parish Priest/Minister to verify the required level of attendance. This is at least once per month for the year prior to application.

5. There may be exceptional occasions when the governors are requested by the Children, School and Family Service, supported by the medical services or health authority, for a place for a particular child; in which case, the child will be afforded exception priority if the school can meet the need. Children with a Statement of Special Educational Need which names the school will be offered a place.

6. Children of staff will be considered in either or both of the following circumstances:
a) where the member of 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, and/or
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Application for a place in the Nursery Class

1. Parents need to apply for a place in the Nursery class the year before admission and meet the deadline set out above.

2. Prospective parents/guardians are invited to visit the school to see how it is run, so that there can be no doubt that the school fulfils their particular requirements.

3. As this is a Voluntary Aided School, the admission criteria are those of the Governing Body. In addition to the County form, **parents should also complete the Supplementary Information Form for this school in order for the Governors to consider their application**.

Admission dates for Nursery:

The children start Nursery class in the September following their third birthday. All Saints operates a single Nursery intake policy.

Appeals.

Parents do not have the right to appeal the decision made on Nursery applications.

Continuing interest (waiting) list.

In the event of more applications than available places the School 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 above.

In Year Admissions

All 'in year' applications to Nursery will be managed by the School, but a SIF is still requested. In the event of there being more applicants than places available in the Nursery, the criteria listed above will be applied to the waiting list.