

**LITTLE HADHAM PRIMARY SCHOOL**  
*'Believing and Achieving'*

**NURSERY ADMISSIONS POLICY**  
**For Admissions in Academic Year 2018 - 2019**

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.

Little Hadham has one intake into its Nursery class, which is the September following a child's third birthday. Entry into the Nursery class in September 2018 will be for those children born between:

1 September 2014 and 31 August 2015.

Little Hadham Primary School offers 15 Local Authority Funded hours. In addition to the L.A funded 15 hours, Nursery children may attend our daily Breakfast Club from 7.45-9am and join the daily Saplings Lunch Club from 12-1.00pm. This offers an additional 11.25 hours, making 26.25 hours in total.

**Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Local Authority Funding will be directed to this school.** This guarantee should be made on the Parent Declaration Form.

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 or the School Office. This application form must be returned to the School Office by Friday 16 March 2018 at the latest (see timeline below).

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

- **Monday 5 February 2018** Applications open to apply for a place in Little Hadham's Nursery class
- **Friday 16 March 2018** The application system for Little Hadham closes

- **Monday 23 April 2018** Little Hadham will offer places directly to parents by letter or email
- **Wednesday 2 May 2018** Deadline for parents to accept places in writing

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the completed School's application form. This should include details of any siblings currently at the school.

**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 following County Admissions procedure.

**The offer of a Nursery place will be 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 Little Hadham Primary School 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 village/hamlets of Little Hadham.

### **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

Any other children with priority to those living closest to Little 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](http://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, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.

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

This policy was agreed by the Governing Body of Little Hadham Primary School in December 2017.

This policy will be reviewed in November 2018.

Mrs E Stockley  
December 2017.