

WOOLENWICK INFANT & NURSERY SCHOOL

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# ADMISSIONS POLICY

**Ownership: Governing Board**

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## ADMISSIONS POLICY

### INTRODUCTION

The arrangements for admitting children to Hertfordshire schools are set out in the booklet available to parents "Primary Education in Hertfordshire". This document is revised each year together with the list of schools in each area with their planned admission numbers.

### ARRANGEMENTS FOR ADMISSION

Hertfordshire County Council Admission's Team can be contacted on 0300 123 4043 for more information.

<http://www.hertsdirect.org/services/edlearn/admissions/>

### Applications for School Places

The Local Education Authority organises admission to Primary Schools. Parents of children who are of preschool age should receive a County Admissions Booklet in the autumn term prior to the academic year in which the child starts school. All applications are completed either online or on paper.

Parents can apply for up to three schools in order of preference. If a school receives more applications than they have places available, admission criteria are used and places are allocated to those who best meet the published admission rules.

**There are separate processes for Nursery and Reception places. Parents need to apply for both stages as they are not linked and having a Nursery place does not guarantee a place in Reception.**

Woolenwick Infant and Nursery School operate a single entry admission where all children start school in the autumn term. Each year group has **two classes** with maximum of 30 children in each class. We admit children up to our annual admission limit which is 30 in all classes.

The children will be deemed "rising fives" until they reach the age of five. They will attend on a full time basis.

From time to time we will admit children of other age groups, at different times of the year, 'In Year Admission.' We will allocate up to the annual admission limit.

## CRITERIA FOR ALLOCATING NURSERY PLACES

This document sets out the process for applying for a Nursery place at Woolenwick Infant and Nursery School.

Nursery admissions are managed by the school.

Parents must apply for Nursery places following the **Nursery admissions criteria**.

If the number of applications is less than the number of nursery places available, the school will accept all the applications.

Parents of children born between **01/09/2019 – 31/08/2020** will be able to apply directly to the school on the school's application form between the dates of **3rd October 2022 and 17<sup>th</sup> February 2023**, for a start date in September 2023. Applications will not be looked at until after the closing date, then allocations will be made by email on **24<sup>th</sup> February 2023**.

Parents will need to accept or reject a place **in writing (by email is sufficient) by 17th March 2023** at the latest. If no response is received by the 17<sup>th</sup> March 2023, the place will be reallocated to the next applicant on the waiting list using the set criteria. Late applications will only be considered after initial allocations are made.

Woolenwick Infant and Nursery School may advertise Nursery places in the local paper and display information within the local area.

It is preferred that applications are made using the online system. If parents need assistance accessing the Internet to make an application to Nursery, the school will sign post them to Bridge Road Family Centre who will make a computer available at a mutually convenient time and provide assistance where possible.

Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.

All applicants will receive an email informing them of whether they have a Nursery place.

### **Submitting Evidence**

Online applications should be received by the school by the closing date. Information provided after the closing date will only be considered when there are significant changes of circumstances.

We have a **45 place Nursery**. Woolenwick Infant and Nursery School will offer the **30 hours free Nursery Early Education** to eligible families. Families who are not eligible, can have **15 hours of free Nursery Early Education** and will have the option to pay for additional hours.

The core offer of 15 hours is either every morning or every afternoon session in the Nursery (8.30 – 11.30, Monday – Friday or 12.30 – 3.30, Monday – Friday.)

In addition, Extended Provision/ Wrap around Care / Clubs are offered every day.

Times are made available for prospective parents to visit the Nursery prior to the closing date for the applications. Parents should contact the School Office for further details. Children are admitted into our Nursery once each year, at the beginning of the Autumn Term. All Nursery children have the opportunity to attend Nursery five morning or five afternoon sessions each week. There is a staggered intake over the first few weeks for the Nursery to help the children to settle.

### **Decisions on places**

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Decisions will be final and there is no right of appeal. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

### **Preferences for Morning or Afternoon Sessions (15 hours only):**

Parents will be asked their preference of session at time of application. The school **cannot** guarantee that preferences can be met for all parents. The following rules will be applied in the order below:

1. Study/ Work commitments (with evidence)
2. Medical/SEN needs – of child, (with evidence)
3. Family needs - of child/sibling, (with evidence)

Places will be allocated according to these criteria and the decision is final

Unsuccessful applicants will be asked if they would like to be included on a waiting list.

### **Timetable of events:**

October 2022	Information for parents published on website
November to December 2022	Visits to school welcome. Please contact the school directly
3rd October 2022	Applications for September 2023 nursery places open
17th February 2023	Applications for September 2023 Nursery places close
24th February 2023	Allocations made to parents by email
17 <sup>th</sup> March 2023	Deadline for accepting or rejecting allocation
W/C 20th March 2023	Successful applicants emailed relevant paperwork with details of sessions allocated

July 2023	Nursery meeting for new parents
July 2023	Nursery Open Day (starting dates allocated after this date)
September 2023	Home visits start
Sept 2023	Children start on allocated dates

### **Defer entry into Reception**

If you wish to defer your child's entry into Reception and stay in Nursery because your child is summer born (summer born children are those born between 1st April and 31st August 2020) the deadline for letting us know is the **17<sup>th</sup> February 2023**.

If you are remaining in our Nursery because you have deferred or because your child is younger and you have already started in our Nursery you will be asked to attend a meeting with the Headteacher to discuss the matter and outline preference on the Nursery option you would like for September.

### **The school will allocate places using the criteria set out below:**

#### **Nursery admissions criteria**

1. Children with a statement of educational need or an EHCP that names the school.
2. Children looked after and 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).
3. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
4. Any other children, based on distance from school – the nearest children will be given priority.
5. Children of members of staff

#### **Other applicants in line with the following priorities:**

- i) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
- ii) Children who have a sibling at the school or linked Junior school at the time of application, unless the sibling is in the last year of the normal age-range of the school (Year 6).
- iii) Preference will be given to those families requesting 30-hour places. All places will be offered in accordance with criteria 1-5, regardless of whether a 15-hour or 30-hour place is being offered.

## **Children Looked After**

Children with Special Guardianship Orders are not classified by law as Children Looked After.

Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children with Residence Orders are not classified by law as Children Looked After. Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children with Adoption Orders are not classified by law as Children Looked After. Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children in the process of being placed for adoption are classified by law as Children Looked After providing there is a Placement Order. Application would be prioritised under the Children Looked After rule 1.

## **Social and Medical Applications**

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

This rule allows the exceptional and compelling circumstances of individual children and families to be taken into account. **Evidence must be provided and it must relate specifically to our school.** It must clearly demonstrate why Woolenwick Infant and Nursery School is the only Nursery that can meet the child's needs.

All applications under the Medical and Social rule are considered individually.

A successful application will include:

- Specific professional evidence that justifies why Woolenwick Infant and Nursery School is the only Nursery that can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why Woolenwick Infant and Nursery School is the only Nursery can meet the child's needs.
- If our school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
- Medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only our school essential and the evidence should make clear why only our school is appropriate.

## **Submitting Evidence**

Online applications should be received by the school by the closing date. Information provided after the closing date will only be considered when there are significant changes of circumstances.

## **Home visits**

These will be made from September onwards before the child takes up their place.

## **Leavers during the Year**

If a child is withdrawn by their parents from nursery during the school year, we request that parents must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

## **Attendance and Loss of Nursery Place**

If attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation will be recorded and dated in the child's folder.

If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

## **Transfer from Nursery into School**

All parents and carers must be made aware that a place in the nursery does not guarantee a place in the Reception Class and that they must still go through the correct Hertfordshire County Council Admissions Procedure. The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Hertfordshire County Council Admission's Team can be contacted on 0300 123 4043 for more information.

<http://www.hertsdirect.org/services/edlearn/admissions/>

### **Tie-break**

If more children qualify under a particular rule than there are places available, distance measurement will be used by applying the next rule to those children.

If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Hertfordshire County Council will provide the measurements.

Where there is a need for a tie-breaker where two different addresses measure the same distance from our school, for example in the case of a block of flats, 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.

### **Additional Information**

#### **Early Years Foundation Stage 1 Curriculum**

In order to be able to deliver the Early Years Foundation Stage 1 curriculum we require your child to attend a minimum of 5 sessions per week either morning or afternoon.

This enables us to deliver the correct curriculum and monitor progress in their learning and development.

There is a set criteria and process for applications for additional sessions.

These requests will be catered for if there is availability on the days requested.

Once sessions have been agreed, they cannot be altered during the term.

### **30 hours free Nursery Early Education**

Woolenwick Infant and Nursery School offers the **30 hours free Nursery Early Education** which will be available in term time only to eligible families.

We have a limit of 15 places available.

Preference will be given to those families requesting 30 hour places first. The school will allocate the 30 hour places. At this point proof must be provided, evidencing the parents/ carer qualifies for the funding of 30 hours **free Nursery Early Education**.

Once all these places are filled we will offer all **15 hours of free Nursery Early Education** places.

However, if capacity remains we will accommodate parents who wish their child to have **30 hours Nursery Early Education, but are** not eligible for the Government **30 hours free Nursery Early Education**. Charges will apply.

The core offer of 30 hours entitlement is every session in the Nursery (8.30am – 3.30pm, Monday – Friday) including the Lunch Club and hot dinner.

\*Note there is no childcare charge for children who have 30 hours entitlement. It is part of the offer. A hot school lunch is provided.

The Nursery Early Education session finishes at 3.30pm. There is a cost for the **Enrichment Session** which is **not** included i.e. 2.30pm – 3.30pm at a cost of £6.00.

**Additional WRAP AROUND CARE sessions on offer on a 'first come, first served' basis.**

We provide wrap around care sessions which include:

- ✓ Breakfast club session 7.45am – 8.30am
  
- ✓ Lunch club session for children taking up 15 hours. 11.30 – 12.30 at a cost of £6.00 per session includes a hot lunch
  
- ✓ Tea Club session

Session 1 3.30 – 4.30pm at a cost of £6.00

Session 2 3.30 – 5.45pm at a cost of £9.50

\*Note Tea club includes a tea time snack and drink

**Additional sessions can be added**

These additional sessions will be allocated on a 'first come, first served' basis according to availability.

The Lunch Club session is defined as the 1 hour supervised session from 11.30am to 12.30pm.

For children taking up 15 hours a supervisory charge is made for lunch club and a hot school dinner.

**Parents/Carers can book and securely pay via SchoolMoney.**

**Prompt payment is required for all additional sessions and lunch clubs as per our charging policy.**

Absence through sickness or holiday in term time will not be refunded as we have to cover our staffing costs. There is no charge for any additional sessions when the school is closed.

## **SCHEDULE OF CHARGES**

From 1st September 2022 the following charges apply:

- ✓ **Breakfast Club** 7.45am – 8.30am £3.00 per session
- ✓ **Lunch Club** session for children taking up 15 hours and children taking up paid 15 additional hours Nursery Early Education 11.30am – 12.30pm £6.00 per session includes a hot lunch

\*Note there is no childcare charge for the children who have 30 hours entitlement / 30 hours Nursery Early Education. It is part of the offer. A hot school lunch is provided.

- ✓ **Additional afternoon hours for children taking up paid 15 additional hours** Nursery Early Education 12.30pm – 3.30pm £5.00 per hour (total 3 hours each day)
- ✓ **Enrichment session**  
The Nursery Early Education session finishes at 3.30pm. There is a cost for the enrichment session which is not included i.e. 2.30pm – 3.30pm at a cost of £6.00.
- ✓ **Tea Club**

\*Note Tea club includes a teatime snack and drink

Session1 3.30 – 4.30pm £6.00

Session2 3.30 – 5.45pm £9.50

### **Session Times**

Morning sessions start	8.30am
Morning sessions finish	11.30am
Lunch Club	11.30am – 12.30pm
Afternoon sessions start	12.30pm
Afternoon sessions finish	3.30pm

Reviewed: September 2022