

Maple Cross JMI & Nursery School

*Care and Achieve*

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**Nursery Admissions Policy**

Adopted by FGB September 2017

**Review Period annually**

Reviewed with amendments on: 3<sup>rd</sup> December 2019

Chair: *E. Maybels*

Head *H. Trickett*

Reviewed with amendments

Reviewed without amendments:

Chair \_\_\_\_\_

Date: \_\_\_\_\_

Head \_\_\_\_\_

Reviewed with amendments:

Reviewed without amendments:

Chair \_\_\_\_\_

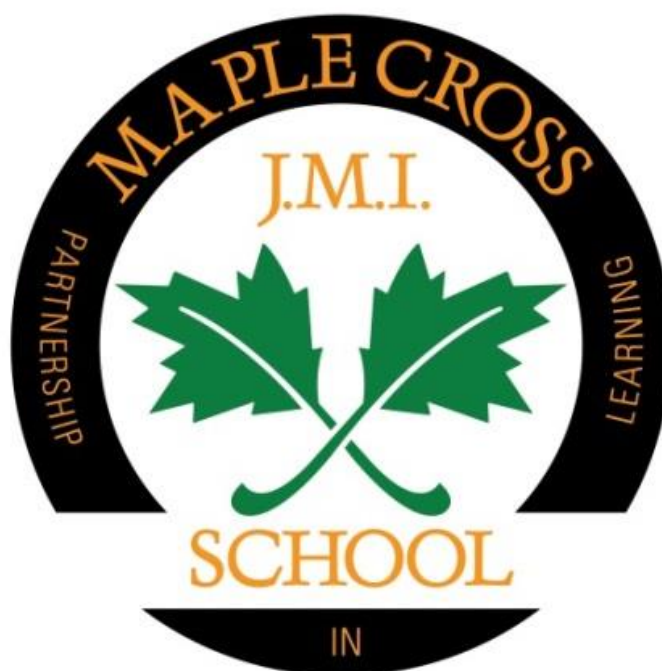
Date: \_\_\_\_\_

Head \_\_\_\_\_

# Maple Cross JMI & Nursery School

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## Nursery Admissions Policy

	Signed	Date
Adopted by the governing body (Sep'17)	<i>A. Erasmus.</i>	<i>Sep'17</i>
(1) Revised (Oct'17)	<i>A. Erasmus.</i>	<i>Oct'17</i>
(2) Annual Review & update (2018/2019)	<i>A. Erasmus.</i>	<i>Sep'18</i>
(3) Revised (Nov'18) change to offer and acceptance dates only	<i>A. Erasmus.</i>	<i>Nov'18</i>
(4) Revised (Feb'19) change to forms	<i>H. Trickett.</i>	<i>Feb'19</i>

To be reviewed annually

# Nursery Admissions Policy

Our Mission Statement,  
***“We care for each other and achieve our best”***,  
underpins all that we do at Maple Cross JMI & Nursery School.

## Policy Aims

- a) To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- b) To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- c) To provide \*15 hours of high quality child centred nursery education to children and families in our local community.

\* At the discretion of the Head the number of hours can be discussed.

## 1. Age range for Nursery pupils

All children will be eligible to apply for a place in our Nursery to start in the September of the academic year in which the child becomes four. i.e. All children born between **1 September 2016** and **31 August 2017** will be eligible for a place in our nursery to start in **September 2020**.

Where a parent wishes to hold back a summer-born child to the following year before applying for a reception place, they may, if they wish, apply for a Nursery place. This applies to children born between **1 April 2016** and **31 August 2016**.

Where a summer-born child already attends our Nursery but the parent now wishes to delay their Reception application for a year, they may apply for their child to repeat their Nursery year. Following discussions with their child's teacher, the parent must write to the school requesting a place; for the child to receive an automatic place, **this letter must be received by the Nursery application closing date**. Any request received after this deadline will be treated as a late application.

## 2. Admissions Criteria

The Governors of Maple Cross JMI & Nursery School have determined what criteria will be used for determining the nursery admissions.

Section 324 of the Education Act 1996 requires the governing boards of all maintained schools to admit a child with a statement of special educational needs that names their school. Maple Cross JMI & Nursery School will therefore admit children with an EHCP (Education, Health and Care Plan) that names the school, if we are able to cater for their specific needs.

In Hertfordshire, parents should apply directly to the nursery school they wish their child to attend. Where parents have applied to our school, if there are fewer applications than places available at a school, all applicants will be admitted. However, if there are not enough places available, places will be allocated in the following order of priority:

- 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 special guardianship order).
- Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

- Children who have a sibling on the roll of the school at the time of application and living at the same address, unless the sibling is in Year 6. If you have accepted an offer of a Reception place in our school for the same September for another child in your family, this will also be considered a sibling application.
- Child's nearest nursery.
- Children who live closest to the nursery.

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

#### **a. Tie-break**

If more children qualify under rule (5) than there are places available, priority will be given to those who live nearest to the nursery. Where there is a need for a tie-breaker where two different addresses measure the same distance from a nursery, 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.

**The nursery allocation process will be co-ordinated and administered by the school. Distances will be calculated using the 'Find my nearest school' website.**

**<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-distance.aspx>**

#### **b. Funding**

All offers will be dependent on the school receiving the associated funding from Hertfordshire. Once a place has been offered, the parent/carer will be asked to complete a separate funding form.

### **3. Appeals**

There is no right of appeal for Nursery admissions.

### **4. Timeline for Admissions for September 2020**

- Parents are advised to contact the school office to book a place on a tour of the school and a meeting with the headteacher (dates of school tours will be published on the school website)
- Applications open Monday 3rd February 2020
- Applications close Friday 13th March 2020 9am
- Offers made to parents via email Monday 23rd March 2020
- Deadline for parents to accept offers Friday 3rd April 2020 9am

If more children apply than there are places available, late applications will be dealt with using the rules above but will not be considered until after the deadline for offers to be accepted has passed.

### **5. How to apply**

All applicants will be required to complete an on-line form via a link on the school's website by the closing date and take originals of all supporting documents the school office by the closing date.

Parents are required to provide proof of the child's date of birth and home address. Evidence for the date of birth may be submitted in the form of the child's (long form) birth certificate or passport. For proof of address, a utility bill or lease/mortgage agreement (showing the parent's name and address), or a medical appointment letter for the child showing the child's name and address. Proof of address must

be less than three months old. 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 the signed lease agreement or a letter confirming contracts have been exchanged.

We will need to see originals of all documents and will make photocopies for our records.

#### **a. Special Educational Needs**

Applications will only be considered when supported by a copy of the child's Statement of Special Educational Need or EHCP (Education, Health and Care Plan) that names our school. Parents **must** contact the school to make an appointment to see our Inclusion Manager at **the start** of the application process.

#### **b. Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order**

Rule (1) eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and we will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

#### **c. Medical or Social need**

Rule (2) applications will only be considered at the time of the initial application. All applications will be considered individually but a successful application must include the following:

- Specific, recent professional evidence that justifies why only Maple Cross JMI & Nursery School can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only Maple Cross JMI & Nursery School can meet the child's needs
- For medical cases – a clear explanation from a professional, e.g. a doctor, psychologist, of why the child's severity of illness or disability makes attendance at Maple Cross JMI & Nursery School essential. Evidence must show why only Maple Cross JMI & Nursery School can meet the child's needs.

#### **d. Supporting Documentation**

All supporting evidence needs to be at the school as soon as possible, but no later than the closing date for applications.

#### **e. Confirmation of Receipt of Application**

If you apply by the deadline, you will receive an e-mail acknowledgement of your application within 1 week. If you do not receive an acknowledgment by this date, please call 01923 770909.

#### **f. Offers**

All applicants will receive an e-mail, which will be sent on the offer date, informing them of whether they have a Nursery place or are on the waiting list.

#### **g. Accepting Offers**

You must reply to the e-mail offering a place, by the deadline given, indicating whether you wish to accept the place or not.

## 6. Note on 30hrs childcare provision

We provide 15 hours education in a school setting, and work closely with the independent Pre-School on site who offer the additional 15 hours child care in their own setting within our grounds to those parents who qualify for 30 hours free child care (as per the links detailed on our website) and also for those parent who wish to pay for additional hours.

## 7. Home Visits

These will be made prior to the child taking up their place or within the first few weeks of term and are a mandatory part of our induction process.

## 8. Parental Commitment

Parents who accept a place for their child will be expected to commit to taking up the place for the rest of the academic year and to regular attendance.

## 9. Transfer from Nursery to Reception

**All parents and carers must note that a place in the nursery does not guarantee a place in our Reception class and that they must still apply for a Reception place through Hertfordshire Admissions.**

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.

## 10. Notes

- **"Parents"** shall mean and include any person or persons *in loco parentis* to the applicant.
- **"Sibling"** means a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.
- **"Applicant"** is a child on whose behalf an application for admission is being made.
- **"Permanent home address"** shall mean such address as at the closing date of application to Maple Cross JMI & Nursery School. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of his/her time. Both parents/carers must declare this individually with the application.
- The term **"Children in Care (Looked after Children)"** is as defined in The Education (Admission of Looked after Children) (England) Regulations 2005.
- If a vacancy arises and there are more applications than places after the start of the school year, the admissions criteria will be applied at the date the vacancy arises.
- In the case of children with special educational needs or a disability, but no Statement/EHCP, the oversubscription criteria will be applied as fairly to them as to other applicants.
- At Maple Cross JMI & Nursery School, the governors, as the admitting authority, cannot exceed the class size of 26. Therefore if there is only a place for one of twins (or multiple births), it will be allocated to the oldest child.
- Applications to the Nursery and the Reception class are two separate procedures and attendance at Nursery does not guarantee admission to Reception class.

## 11. Additional Information

- Should any information that is submitted be found to be incorrect, the governors will be entitled to remove the offer of a place at Maple Cross JMI & Nursery School, even if the child has already started.
- If fewer than 26 places are accepted the governors will offer the remaining place(s) to the next applicant(s) on the original list.
- When all places have been accepted from this original list, a waiting list will be established to include all remaining, confirmed applicants and any late applicants (received after the closing date).
- It is the responsibility of all parents on the continuing interest list to keep the School advised of any change in circumstances.
- A child's name will remain on the continuing interest list for one year. In July, the child's name will be automatically removed.
- As there is no statutory requirement that your child attends a Nursery place, there will be no right of appeal.
- Should an offer be made to you, it will be necessary for you to reply by ***the stated deadline***. Should we not receive your notification of acceptance by this date, the offer will be withdrawn.
- If you are not offered a place at the Nursery it means that other applicants have achieved a higher placing than you when the rules were applied.

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