



Greenfield Nursery School

Admissions Policy

Hertfordshire County Council has a duty to provide access to 15 hours of free early education for all three and four year olds in Hertfordshire, who wish to take up their entitlement.

All children from the term after they are three years old are entitled to 15 hours of free early education, which equates to 570 hours a year. Greenfield offer this entitlement term time only for 38 weeks per year. The free entitlement can be accessed at Greenfield Pre-School or Greenfield Nursery, according to availability.

Greenfield Nursery Class:

The Governors follow the rules and arrangements for entry into the Nursery that are set by the Local Education Authority. However in addition preference will be given to children already attending Greenfield Pre-School and those who require a full time place (15 hours per week) in Nursery.

Greenfield Nursery Class will operate a single intake in September, enabling children to take up their nursery place in the September following their third birthday.

When children are offered a place in the nursery school parents are asked for their preference for a morning or afternoon place, but there is no guarantee that they will be offered the session they prefer. There is no right of appeal for morning or afternoon places.

Parents will receive a leaflet from Hertfordshire County Council in the January/February of the year in which the child is due to start nursery which explains how to complete the online application.

The school will receive the list of applications in late April, will offer the place online and parents will then have to go back online and accept or decline the place offered.

Should the Nursery be oversubscribed Hertfordshire County Council's oversubscription criteria for maintained nursery schools and classes for the school year 2017/18 will be followed as set out below:

Children with a Statement of Special Educational which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday.

If there are fewer applications than places available at a school all applicants will be admitted.

If there are not enough places available, places will be allocated in the following order of priority.

Oversubscription criteria:

- a) 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)*.
- b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

c) Other applicants where the following criteria are considered to determine priorities:

- 1) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
- 2) Children who have a sibling at the school or linked school at the time of application, unless the sibling is in the last year of the normal age-range of the school*.

Note: the 'normal age range' is the designated range for which the school provides.

- 3) Any other children.

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.

Tie break

If more children qualify under criterion 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie break 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.

*The same definitions apply as outlined in the explanatory notes in the county council's schemes of coordination.

Guidance for parents/carers of summer born children in Nursery

Reception entry and summer born children

Schools are required to offer children a place in a reception class in the September following the child's fourth birthday. Legally however, a child does not have to start school until the start of the term following their fifth birthday.

The government has amended the School Admissions Code to allow summer born children to be admitted to the reception class at age five if this is the parent's choice. Summer born children are those born between **1 April and 31 August**. Currently summer born children are expected to start reception at the age of four.

Hertfordshire County Council has amended its policy regarding summer born children.

However, despite the new DfE guidance, the decision to admit a summer born child a year late (i.e. a child out of year group) is technically still a matter for the admission authority of individual schools and it is advisable to check their policy on this.

Summer born children continuing at their current nursery setting

Children are eligible to access a free early education (nursery) place from the term after which they are three until the child reaches compulsory school age, the beginning of the term following their fifth birthday. This entitlement is delivered in Hertfordshire by childminders, pre-schools, day nurseries, independent schools, maintained schools and academies.

If a parent wants to delay their child's entry into a reception class until the term after which they are five, the setting where the child is accessing their free early education entitlement will continue to receive funding for the hours a child is attending up to 15 per week, 570 hours per year; parents will not have to pay for the 15 hours.

Parents of summer born children who wish for their child to stay at their current setting will not have to reapply to keep their child's place at their existing setting **however they must notify their nursery before the end of the spring term (i.e. prior to Easter break)**. The nursery can then take the number of summer born children continuing for another year into account when allocating places.

If you have any queries, please contact the Herts customer service centre on 0300 123 4043.

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