



**St Mary's Church of England Primary School,
Northchurch**

**Nursery Admissions Policy and Application
Procedure 2026/27**

Nursery Admissions Policy

1. The Governing Board sets the Nursery Admissions Policy and Application Procedure.
2. This policy only applies to Nursery admissions. There is a separate policy for Reception admissions. [Admission Policy 2026-27](#)
3. Each academic year the school will admit 26 children to the Nursery class. If there are more applications than available places, the Governing Board Admissions Committee will allocate places using the oversubscription criteria listed below.
4. Nursery provision is non-statutory and there is no right of appeal against refusal of a place.
5. For families eligible for 30 hour free childcare funding, the extra 15 hours provision is provided on site by the Ofsted Good (2022) St. Mary's Pre-School for children aged 2½ to 5 years. Please see www.stmaryspreschoolnorthchurch.com for further details on the Pre-school.

N.B. Attendance at our Nursery does not guarantee a place in Reception: the two admissions procedures are independent of each other. Parents of children who are allocated a place at our Nursery will need to reapply for a place in Reception using the policy above.

Oversubscription Criteria

For extra information regarding the over subscription criteria, please refer to our policy above.

Rule 1	Children looked after and children who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but ceased to be so as a result of being adopted.
Rule 2	Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of governors will determine whether the

	evidence provided is sufficiently compelling to meet the requirements of this rule. The evidence must relate specifically to St Mary's and must clearly demonstrate why it is the only school that can meet the child's needs.
Rule 3	Children who have a sibling on the roll of the school at the time of application who is also expected to still be on roll at the proposed time of entry.
Rule 4	Children who are eligible for the Early Years Pupil Premium, Pupil or Service Premium who live within Area A or B on the Admissions Map.
Rule 5	Children whose parent/carer is a member of staff employed at the school with a permanent contract and where the child lives with that member of staff on a permanent basis for the majority of his/her time as part of the same family household.
Rule 6	Children at least one of whose parent(s)/carers(s) has a regular worship commitment at St Mary's Church, Northchurch, verified by the Church Minister on the school's Supplementary Information Form.
Rule 7	Children at least one of whose parent(s)/carers(s) has a regular worship commitment at another Anglican church or a church of any other Christian denomination verified by the relevant Church Minister on the school's Supplementary Information Form and who live in Area A or B on the Admissions Map.
Rule 8	Children who live in Area A on the Admissions Map.
Rule 9	Children who live in Area B on the Admissions Map.
Rule 10	Children who live nearest to the school.

Home to School Distance Measurement

A straight line distance measurement is used for home to school distance measurements. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Where this distance results in more than one child having an identical claim to the last place available, for example in a block of flats, priority will be given to the lowest flat number. If two or more children live an equal distance from the school and cannot be admitted, then the available places will be determined by random allocation, which will be administered by an independent body.

Nursery Admissions Procedure

This is the procedure for parents/carers applying for Nursery places for children born between 1 September 2022 and 31 August 2023 who are due to start in Nursery in September 2026.

The application system opens on Monday 23 February 2026 and closes on Friday 27 March 2026. If you are unsure about any aspect of the process, please telephone the school office on 01442 389040 or email admin@stmarys916.herts.sch.uk and we will be happy to help.

To apply for a Nursery place, you will need to complete the school's on-line application form on the school's website. www.stmarys916.herts.sch.uk

AND

If you are applying under Rules 6 or 7, complete the school's Supplementary Information Form available from the school office or to download at [Nursery Supplementary Information Form 2026-27](#). If you do not return the supplementary information form to the school, your application may be given a lower priority.

Offers of places will be made by email on Friday 24 April 2026. The deadline for accepting places is Friday 1 May 2026.

If your child is not offered a place, you can ask the school to put your child on the 'continued interest list' that the Admissions Committee maintains and updates throughout the academic year. Any applications made after the deadline will be placed on this list. You can contact the school to see where your child ranks on this list, but please be aware that the school will not automatically inform you of any changes in the ranking

Nursery Admissions Timetable 2026/27

Monday 23 February 2026	Nursery applications open.
Friday 27 March 2026	Closing date for applications and deadline for Supplementary Information Forms to be returned to St Mary's School.
Friday 24 April 2026	Offers of places made by email.
Friday 1 May 2026	Deadline for accepting places.