



WESTFIELD PRIMARY SCHOOL AND NURSERY

Nursery Admissions Policy

2018-19

Reviewed October 2017

Ratified: 13th November 2017

Ratified by: Full Governing Board

Date to be reviewed: November 2018 by the Full Governing Board

Westfield Primary School & Nursery

Nursery Admissions Policy and Procedures 2018-19

The school determines the Nursery Admissions Policy. This policy only applies to Nursery admissions. There is a separate policy for Reception admissions, which is co-ordinated by Herts County Council.

Each academic year the school will admit up to 26 places for morning Nursery sessions, starting September 2018, for children born between 1 September 2014 and 31 August 2015.

The following timeline for Nursery applications is being followed by the following Berkhamsted schools: Bridgewater, Greenway, St Mary's CofE Northchurch, Swing Gate, Victoria and Westfield.

5 February 2018 – Nursery applications open. Application via online form on the school website (paper copies are available from the school on request)

16 March 2018 – Nursery applications close for on time applications (applications can be accepted at any point after this date, but will be dealt with after on time applications)

25 April 2018 - Nursery places are offered to families by email

4 May 2018 – Deadline for accepting Nursery places

(From 4 May onwards we can continue to accept applications and allocate Nursery places to children, based on availability).

If there are more applications than available places, the school will allocate places using the oversubscription criteria listed below:

Children with EHC (Education, Health and Care) Plan or a statement of Special Educational Needs which names the school will be allocated a place, the latter in accordance with section 324 of the Education Act 1996.

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

- a. Children looked after (see notes) and children who were looked after, but ceased to be so because they were adopted (or became subject to 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 (see notes)
2. Children who have a sibling (see notes) at the 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 (Year 6)
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. If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest the school as measured in a straight line using an approved distance calculator.

Where there is a need for a tie-breaker where two different addresses measure the same distance from the 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 by random allocation.

Nursery provision is non-statutory and there is no right of appeal against refusal of a place. 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 school place in line with the Reception Admissions Policy.

For those families who are eligible for 30 hours free childcare, the extra 15 hours free provision is provided on site by our day-care partner, Little Westies. For more details on 30 hours childcare please visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>