



WESTFIELD PRIMARY SCHOOL AND NURSERY

Nursery Admissions Policy

2022-23

Date ratified: 7th October 2021

Ratified by: Full Governing Board

Date to be reviewed: September 2022 by the Full Governing Board

Westfield Primary School & Nursery

Nursery Admissions Policy and Procedures 2022-23

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 2022, for children born between 1 September 2018 and 31 August 2019.

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

21 February 2022– Nursery applications open. Application via online form on the school website (paper copies are available from the school on request)

25 March 2022– 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)

22 April 2022- Nursery places are offered to families by email

29 April 2022– Deadline for accepting Nursery places

(29 April 2022 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 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>

Notes

Children Looked After – definition

Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority. Children who were not looked after immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule. Evidence needed – please include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

Sibling definition

- brother or sister
- half brother or sister
- adopted brother or sister
- child of the parent / carer or partner
- children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of Westfield Primary School, or have been offered and accepted a place, at the school at the time of application (and when the applicant starts Nursery).

Particular medical and social needs to support an application

The school will consider prioritising applicants where it can be demonstrated that the child has a particular social or medical need to go to the school. A panel of staff and governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Westfield Primary School and must clearly demonstrate why it is the only school that can meet the child's needs.

Parents and carers who are making a social and medical need application should state their reasons on their application and send the school evidence in support of their application. Successful applications for social and medical need will include the following at the time the parent applies for a place:

1. Evidence that the child or their parent or carer can demonstrate a wholly exceptional social or medical need to attend the school and that **only** Westfield Primary School can meet the child's social or medical needs
2. Where there are other schools nearer to the child's home address, why each of these schools is unable to meet the child's needs

3. Recent objective evidence establishing the parent's, carer's or child's social or medical need to attend the school (this may be from a GP, educational psychologist, social worker, police officer or other professional) or relevant family circumstances.

Applicants should note:

1. Social and medical need applications will only be considered at the time of initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. Information received after the closing date will only be considered if there is a significant change of circumstances.

2. All Hertfordshire Local Authority schools are able to work with children with special educational needs and severe medical needs. It is therefore unlikely that applications on these grounds alone will succeed in demonstrating that only Westfield Primary School can meet the child's needs.

3. In medical cases applicants must provide a clear explanation of why the child's or parent's or carer's severity of illness or disability makes attendance at only Westfield Primary School essential

4. Applications on the basis of domestic arrangements, for example child care arrangements, will NOT succeed without evidence supporting compelling social and medical reasons.

5. Applications under medical and social needs criteria that fail to satisfy the panel that there is a compelling social or medical need to admit the child will be processed at the next highest admission criteria