

WESTFIELD PRIMARY SCHOOL AND NURSERY

Nursery Admissions Policy

2027-28

Date ratified: 22nd October 2026

Ratified by: Full Governing Board

Date to be reviewed: October 2027

Westfield Primary School & Nursery

Nursery Admissions Policy and Procedures 2027-28

The governing body is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Westfield Primary School & Nursery.

This policy only applies to Nursery admissions. There is a separate policy for Reception admissions, which is co-ordinated by Herts County Council.

This policy will be implemented in conjunction with the following school policies:

- Nursery Charging Policy

Timeline for applications

For children born 1st September 2023 – 31st August 2024

Monday 22nd February 2027 – Nursery applications open

Thursday 25th March 2027 – Nursery applications close for on time applications

Friday 23rd April 2027 at 2.00pm - Nursery places offered to families by email

Friday 30th April 2027 – Deadline for accepting Nursery places

From 1st May 2027 onwards we can continue to accept applications and allocate Nursery places to children, based on availability.

Admissions

1. Admission to Nursery will be applied using Westfields' Nursery Admission Rules, these are based on guidelines from Hertfordshire County Council oversubscription criteria for maintained nursery schools and classes. Once a place has been offered and accepted, this will qualify your child for the five Government Funded sessions (15 hours).

2. If you are entitled to the additional 15 hours funding (30 hours), the admission rules will still apply and places will be allocated in the same way using the same Westfield Nursery Admission Rules.

Nursery Sessions

1. Session choices are requested from parents to indicate their choice of sessions and places are allocated if there is space in the session.

2. Admissions and allocation of sessions will be applied in the following order:-

a) Children looked after and children who were previously looked after.

b) Children with particular medical and social requirements may be admitted to the sessions that would most suit their needs, in consultation with the school, parents and other agencies involved.

c) Children who have a sibling on roll at Westfield Primary School & Nursery school.

d) Children who live nearest to the school

e) Late applications and mid-year applications to Nursery will be able to request their choice of sessions but will only be allocated a session where there is space available.

3. Selection will not be based on grounds of gender, race or religion.

4. Sessions will be allocated in April/May for the next academic year.

5. All children are expected to attend each morning session for continuity within the week in delivery of the curriculum and to support their social and emotional needs.

6. Access to additional sessions is not guaranteed but is dependent on capacity and spaces available.

7. All children allocated a Nursery place at our school are able to start at the beginning of the academic year (September), regardless of their birthdate, as we operate a one-term in-take in Nursery.

8. We will be flexible to meet individual needs and exceptions to the set session times and our Headteacher and EYFS lead will be happy to discuss this with you.

15 and 30 Hours Childcare Arrangements

1. Westfield Primary School & Nursery can accommodate a maximum of 26 children in our Nursery.
2. Westfield provides 15 hours free provision over 5 sessions, afternoons only cannot be accommodated.
3. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare.
4. Westfield Primary School & Nursery offers pupils in receipt of 30 hours funding a place from 8:45am to 3pm.
5. Parents are able to access the 15 and/or 30 hours of free childcare for 38 weeks out of the year i.e. during term time.
6. For families not eligible for 30 hours funding, we can offer (subject to availability) paid lunchtime and/or afternoon sessions from 11:45am to 3pm.

Eligibility for 30 hours free childcare

Parents of children aged three and four will need to meet the following criteria in order to be eligible for 30 hours free childcare:

1. Each parent earns, or is expected to earn, the equivalent to 16 hours at National Minimum Wage or Living Wage over the coming three months
2. One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
3. One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
4. Parents should check their own eligibility for the scheme using the government's Childcare Choices website or childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.
5. Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible.
6. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.

7. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.
8. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.
9. The grace period will not continue once a child has reached compulsory school age.
10. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.

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

NURSERY CHARGES

1. The government funded sessions will be allocated first (Monday onwards). Any additional sessions and lunch clubs above your funding are to be paid for.

2. An additional session is defined as a lunch or afternoon as per our session times, regardless of child drop off and pick up times, and is over and above the government funded sessions offered. Additional hours above your funded allocation will be invoiced as per our schedule of charges.

4. The lunch club session is defined as the 60 minute supervised session from 11.45am to 12.45pm and includes either a school provided lunch or a home provided packed lunch.

5. We accept payments by the following methods:

a. Online payment via Arbor Parent Portal

b. Tax-Free Childcare

6. All additional sessions and lunch club sessions allocated will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.

7. Outstanding debts will be brought to the attention of the Governors.

8. If the school is closed you will not be charged for your paid additional sessions or lunch clubs.

9. Absence of the pupil during term time, e.g. through illness or holiday, will still be chargeable.

SCHEDULE OF CHARGES

From 1st September 2026 the following charges apply:

Lunch Session (11:45am – 12:45pm) - £5:00

Afternoon Session (11:45am – 3pm) - £19.00

Oversubscription

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

1a. 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

2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school (see notes)

3. 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)

4. 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.

Transition arrangements

1. Parents are invited to visit the school prior to the transition.
2. Further visits are arranged according to the child's needs.
3. Our Nursery Teacher and Teaching Assistant will visit you at home for an introductory meeting
4. We operate a 'staggered' start to Nursery whereby children are invited to 'Stay and Play' sessions at the start of term.
5. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to previous settings.

Explanatory Notes and Definitions

The following definitions apply to terms used in the admissions criteria:

Children Looked After

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).

Multiple births

The Governing Body, as the admission authority, will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at the school.

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

Early Years Pupil Premium

Children are eligible to receive Early Years Pupil Premium funding if you get at least one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less than £7,400 a year after tax not including any benefits you get

  You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- Adoption
- Special guardianship order
- A child arrangements order

Home Address

The address provided on the application form must be the child's current permanent address at the time of application.

- 'At the time of application' means the closing date for applications
- 'Permanent' means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (e.g. due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is resolved.

If the school receives two different main admission round applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

Fraudulent applications

The Governing Body will work with Hertfordshire County Council to do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately- provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
    1. The family has move to a property from which their application was less likely to be successful
    2. The family has returned to an existing property
    3. The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
    4. Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

<u>Nursery Provision</u>

The admission arrangements detailed in this document apply for those being admitted into the Nursery. The Governing Body is the admissions authority for our Nursery provision.

Parents of children who are admitted to Nursery provision at Westfield must apply in the normal way for a place at the school if they want their child to transfer to the Reception class. Attendance at the Nursery does not guarantee admission to the school.