



September 2021

# ADMISSIONS POLICY



# 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the nursery school's arrangements for allocating places to the families who apply for their child

# 2. Admission Entitlement

## 2.1 Admission number

The school has an agreed admission number of 88 pupils for entry into their nursery year for 3-4 year olds.

## 2.2 Age of Admission

Children will be entitled to attend the nursery part-time in the September following their third birthday.

## 2.3 Admissions provision

We offer 15 hour provision over either 5 mornings or 5 afternoons, 5 days a week.

Children who fulfil the criteria for free 30-hour entitlement (<https://www.gov.uk/30-hours-free-childcare>) are entitled to attend the nursery full-time in the September following their third birthday.

We offer 30 hour provision over 6 hours, 5 days a week.

We cannot guarantee that families will be offered their preferred session.

Parents may defer their child's entry to the nursery school until a year later but not beyond the point at which the child reaches compulsory school age in the following academic year.

# 3. Admissions Criteria

The following criteria is used when allocating nursery places:

- EHCP Section of the Education Act 1996 requires the Governing Body of all maintained schools to admit a child with an EHCP (Education and Health Care Plan) that names the school.
- Children who are looked after by the Local Authority, including children who were previously looked after but were then adopted (or became subject to a child arrangement order or a special guardianship order)
- Children who are already attending the nursery prior to September intake, which may include children who are deferring their reception start due to being a Summer born child (1 April - 31 August)
- Children who live in the Baldock community
- Proximity to the Nursery School; shortest distances will be given priority. (Any places remaining will use the Google map measurement from the Nursery School to the child's home address).

- Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

If there are fewer applications than places available, all applicants will be admitted.

## 4. How to apply

All applications are made via our website online form.

Admissions open after the Autumn half term (1 November 2021).

Admissions close at the Spring half term (11 February 2022)

Admissions allocations are offered at the beginning of March (3 March 2022)

Admissions are accepted or declined by mid March (18 March 2022)

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' views
- › Information about the child's academic, social and emotional development
- › Where relevant, their medical history and the views of a medical professional
- › Whether they have previously been educated out of their normal age group
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › Summer Born (1 April to 31 August)
- › The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

## 6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted in consultation with the relevant persons.

Once the academic year's organisation has started, the nursery will allocate a space if they are able to accommodate an additional child based on its current structure.

If there are no spaces available at the time of your application, upon request your child's name will be added to a waiting list. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the criteria listed in section 2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[admissions@westonway.herts.sch.uk](mailto:admissions@westonway.herts.sch.uk)

## 7. Appeals

There is no appeals process for the nursery as we follow our admissions criteria and are transparent with our procedure.

## 8. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.