



Batford Nursery School,
Harpenden & Rural Children's Centres,
Skylarks Day Care,
Holcroft Road, Harpenden, AL5 5BQ
Telephone: 01582 713872

Headteacher and Head of Centre: Sue Mansfield

www.batfordearlyyearscentre.org.uk

Email: admin@batfordnursery.herts.sch.uk

admin@harpendenandrural.cc

skylarks@batfordnursery.herts.sch.uk

Batford Early Years Centre

Batford Nursery School Admissions Policy

Next Review date: Jan 2019

Signed..... Head of Centre / Headteacher Date:

Signed..... Chair of Governing Body Date:

To Contact Ofsted: Tel: 0300 123 1231

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Jan 2018



Batford Nursery



Children's Centres



Skylarks Day Care



Batford Nursery



Skylarks Day Care

The Governing Body follow the rules and arrangements for entry into Batford Nursery School that are set by the Local Education Authority.

As a Nursery School, Batford is able to operate a single intake, enabling children to take up their nursery place in the September following their third birthday. Parents will receive a leaflet from Hertfordshire County Council in the February of the year in which the child is due to start nursery.

Parents are able to apply online from February until March.

The school will receive the list of applications in mid-April and will then offer the places to parents online.

If places are still available after the September intake, the school will offer places to children in the term after the term in which their third birthday falls. The nursery is able to take children at any point in the year if they meet the age criteria, for example, those moving into the area, providing that there is availability of places.

Hertfordshire County Council's oversubscription criteria for maintained nursery schools and classes for the school year 2017/18

Children with a Statement of Special Educational Needs, which names the school, will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care Plan) that names the school

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a)** Children looked after and children who were looked after but ceased to be so because they were adopted (or became subject to a 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, including those already in attendance.
 - 2)** Children who are transitioning through the centre from Batford Nursery Schools 2 Year old provision.
 - 3)** Children who have a sibling 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.
 - 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 2 than there are places available, priority will be given to those who live nearest to the nursery, as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure the same distance from a 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 random. The same definitions apply as outlined in the explanatory notes and definitions in the county council's schemes of coordination which are available at <http://www.hertsdirect.org/services/edlearn/admissions/links/admissionrules/Admarr1617/admissions2016/>

Distance Measurement

All distances will be by a "straight-line" measurement from the address point of each individual house to the address point of the school. (address point data taken from AddressBase Premium dataset)

Allocation of sessions

When children are offered a place in the nursery school, parents are asked for their preference for a morning or afternoon place but there is no guarantee that they will be offered the place they prefer. Allocation of places is according to availability and at the discretion of the Headteacher. The school has an agreed list of criteria for places based on:

1. The balance of any additional needs children may have, within the morning and afternoon sessions
2. The balance of genders within morning and afternoon sessions
3. The balance of ages within morning and afternoon sessions
4. The day care needs of working parents

There is no right of appeal for morning or afternoon places.

Criteria for 30 hour places

Places will be offered in such a way as to support the financial viability of the Nursery School and Skylarks Day Care. The school has an agreed list of criteria for places based on:

1. Whether the child has a sibling in the Day Care
2. Those children whose parents will be paying full fees (i.e. they do not meet the 30 hr criteria)
3. Most hours taken Monday and Friday included
4. Most hours including at least Monday or Friday
5. Most additional Hours

All places are subject to availability.

Appendix 1

Timeline for nursery school admissions 2018-2019

You may contact Batford Nursery School office at any time to register your child on the nursery school waiting list. In the term after your child's third birthday, he or she will become eligible for nursery school funding. Subject to availability of places, your child can then enter the nursery school. If you have registered your child on the waiting list you will automatically be contacted by the school to invite you to apply for a place.

Most children enter the nursery school in the September after their third birthday. Earlier entry is subject to the nursery not being fully subscribed at the September intake. Timeline for September entry is as follows.

If your child is three before the 31st of August 2018:

- Before February 2018 you are free to enter your child's name on our waiting list in order that we can contact you before the application window opens.
- Admissions window opens the 5th February 2018. You will be asked to complete an application form if you have not already done so.
- The school has an open day on the 24th February. You may attend with your child to spend the morning playing in the nursery. You will meet the Headteacher and have the opportunity to speak to the teachers and practitioners. Taster activities will be set up around the nursery. The day care team will also be available to answer any questions you may have about extended care. Including the 30 hour offer.
- The admissions window closes on the 5th March. Applications after this date will not be considered until after places have been allocated for those parents who applied before the 5th March.
- You will be contacted and asked to make a preference for either a morning nursery school place or an afternoon nursery school place. You will also be asked to give information about your request for a 30 hour place and any additional extended care.
- Allocation of places will take place on the 13th March along with requests for 30 hour places and extended care.
- The deadline for accepting a place is the 22nd March.
- The admissions window will then re-open if the school is undersubscribed and remain open to in year admissions until fully subscribed, admitting children from the term after their third birthday.

Please see www.childcarechoices.gov.uk for all information with regard to 30 hour Provision applications, Childcare Vouchers and Tax Free Childcare.

Please note you may be **eligible** for 30 Hours Free Childcare. However, there is **no entitlement** and while we try extremely hard to accommodate parent's needs, places are subject to availability.