

Nursery Admissions Policy

When can my child start Nursery?

We follow Hertfordshire County Council policy for Nursery admissions. Admission to our Nursery class is usually the academic year in which your child has their 4th birthday. You can read the current HCC policy on www.hertsdirect.org/nurseryadmissions

When may we visit?

Please see Appendix A for visit dates.

How do I apply?

Parents are advised to register their child's details on www.hertsdirect.org/nurseryadmissions and to apply for a place online.

If you do not have access to the internet at home, you may use a computer at the local library, or ask school for help.

Please note: gaining a Nursery place is no guarantee of a main school place. There is a separate application procedure for the Reception class.

How many Nursery places are there?

We have 60 Nursery places, which are offered as 30 places in each morning and afternoon session. Five mornings, or five afternoons, is described as 'full time'.

What are the Nursery times?

Our Nursery sessions are for 3 hours. The morning session is 8:45 am – 12:15 pm. The afternoon session is 12:45 pm – 3:15 pm.

When can my child start?

We admit September – February birthday children in September, to the morning session. March – August birthday children are admitted to the afternoon session in January.

What if most of the children have September – February birthdays?

If this happens, we will contact parents of the youngest children to offer the option of delaying their start until January. We aim to maintain a staff:child ratio of 1:10 as a maximum, to ensure high quality provision for all the children. Admitting more than 30 children to a session places demands on space and resources, and is not ideal. In exceptional circumstances, we may run two sessions from September, with the youngest children offered afternoon sessions.

Is attendance flexible?

No. We expect children to attend for 5 mornings or afternoons. In January, should there be spaces in the afternoon session, the spare places may be offered to children who already attend the morning session for all-through attendance.

As we only offer full time places i.e. 5 mornings or afternoons, we may withdraw an offer if a parent, after accepting a place or upon receipt of the offer, say they want only part-time attendance.

Am I likely to be offered a place?

We follow the Nursery Admission Rules for Community Schools (2012/2013), which currently give priority to:

1. Children in public care (looked after children)
2. Children 'at risk' – who have a child protection plan or are on the child protection register
3. Other applicants:
 - a. children who have a particular medical or social need to attend this school
 - b. siblings currently at the school
 - c. any other children, priority given to those living nearest to school.

If a tie break is needed, a straight line distance measure from home to school is used.

If you wish to apply under 3a. you must provide evidence from a relevant professional, and submit it to the school by the closing date for applications.

Should you not be offered a place, there is no right of appeal, but you may register a continuing interest online or with the school.

Appendix A – Timeline

This applies to children born between 1st September 2008 and 31st August 2009.

When can I visit the school?

You can visit our school on the following dates:

Monday 23rd January 1.30pm
 Tuesday 31st January 10.30am
 Wednesday 8th February 1.30pm
 Thursday 23rd February 10.30am
 Friday 2nd March 1.30pm
 Thursday 8th March 1.30pm
 Wednesday 21st March 10.30am
 Tuesday 27th March 1.30pm

Please call the School Office on 01923 263174 to book an appointment.

Key admission dates are:

20th February 2012
1st April 2012

Online application system opens
 Online application system closes

From 30th April 2012
6th May 2012

Offers of places are available online
 Deadline for parents to accept places