



*Faith, Love, Courage, Patience.*

## **Nursery Admissions Policy For Admissions in Academic Year 2018 – 2019**

Wareside Church of England Nursery is an inclusive nursery that welcomes children of all abilities and from all backgrounds.

Our Nursery class takes place every weekday with two sessions: 8:45am to 11:45am and 12:20-3:20pm, term time only, in our Early Years Foundation Stage Class. The School has a maximum of 8 places for morning sessions and 11 places for afternoon sessions. Some of the places in the afternoon sessions are for 2 year olds.

**Please note that a charge will be made to parents/guardians of children who stay for the lunchtime period (11:45am to 12:20pm).**

Wareside C of E Primary School has one intake into its Nursery 2 class which is the September following a child's third birthday. The Nursery 1 class has three intakes: September, January and after the Easter holidays following the child's second birthday. Nursery 1 children are only able to attend afternoon sessions and may not attend during the lunchtime period.

Wareside C of E Primary School offers 15 hours Free Early Education in the Nursery and will start to offer the additional 15 hours to provide 30 Hour Childcare provision for eligible families with effect from September 2018.

**Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school.** This guarantee should be made on the Application Form (available on our website). Any additional hours which are not funded will be charged to the parent.

### **ADMISSIONS PROCEDURES**

All Schools/Nurseries are now responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's application form available from the school website or the School Office. This application form must be returned to the School Office by Friday 16 March 2018 at the latest (see timeline below).

The Admissions timetable for all schools is no longer laid down by HCC. Wareside and other local schools aim to use the following timeline for processing applications to their schools:

- **Monday 5 February 2018** Applications open to apply for a place in our Nursery class
- **Friday 16 March 2018** The application system for Wareside C of E Primary School closes
- **Monday 23 April 2018** Wareside C of E Primary School will offer places directly to parents by letter or email
- **Wednesday 2 May 2018** Deadline for parents to accept places in writing



The Governing Body will apply their Admissions arrangements using only the information submitted by parents in the School's application form.

**An offer of a Nursery place does not guarantee an offer of a Reception place.** Applications for school places are managed by Hertfordshire County Council. The process of applying for a school place happens in the autumn term of the school year (1<sup>st</sup> September to 31<sup>st</sup> August) in which your child turns 4 years of age.

**The offer of a Nursery place will be for ONE of these options:**

1. **for a full time place 6 hours daily, 5 days per week, 38 weeks a year (term time only).** Your family must be eligible for 30 hours childcare funding and present a code to the school office which will be used to claim funding [Please see eligibility criteria in Appendix 1]. Your child must be entering Nursery 2 (i.e. already had their 3<sup>rd</sup> birthday by 31<sup>st</sup> August 2018)
2. **for a part-time place 3 hours daily (either all morning or all afternoon sessions), 5 days per week, 38 weeks a year (term time only).** Your child must be entering Nursery 2 (i.e. already had their 3<sup>rd</sup> birthday by 31<sup>st</sup> August 2018)
3. **for a part-time place 3 hours daily for afternoon sessions, up to five days per week, 38 weeks per year (term time only).** Your child must be entering Nursery 1 (i.e. already had their 2<sup>nd</sup> birthday by 31<sup>st</sup> August 2018 for a September start; 31<sup>st</sup> December for a January start, and 31<sup>st</sup> March for an after Easter start). **For this option, if your child is not eligible for Early Education 2 year old funding, then all sessions will be chargeable.**

*IMPORTANT NOTE: Priority for **morning** Nursery places will go to those children with 30 hours free childcare eligibility.*

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

## HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names Wareside C of E Primary School will be admitted to the Nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors, in order:

### Criteria 1

- i. children in public care (Children Looked After) and children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order),
- ii. a child at risk (or the sibling of a child at risk) who is the subject of an inter-agency child protection plan.

### Criteria 2

Children who at the time of **application** have their home address within the ecclesiastical Parish of Wareside as indicated on the map available in School and on the website [www.achurchnearyou.com](http://www.achurchnearyou.com). (Please search for Wareside.)



### Criteria 3

Children who will have a sibling in the school at the time of **admission**. (See definition of sibling in note d.)

### Criteria 4

Children, one or more of whose parents/guardians have, at the time of application attended at least once every calendar month and for a period of twelve months previously, Anglican worship at Church. A letter from the relevant parish priest is required verifying that this level of attendance has been met. (The Governors anticipate that parents given a place for their child under the Church Membership category will also satisfy the requirements of that category at the time of admission.) Applicants in this category will need to complete the relevant section of the application form.

### Criteria 5

Any other children . with priority to those living closest to Wareside C of E Primary School.

Where the application of all the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be **distance from the School**. This will be a distance measurement provided by Hertfordshire County Council. Find a school+service on the [hertfordshire.gov.uk](http://hertfordshire.gov.uk) website.

Where there is a need for a tie-breaker where two or more 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 two or more separate applicants have identical addresses, the tie break will be random.

### Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. Residence within the area defined in criteria 3 does not give an automatic right to a place in the school.
- b. The Children's Act 1989 defines a child who is **Looked After** as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002. A **residence order** is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a **special guardianship order** as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- c. In respect of **Children Looked After** home address and **sibling** the governors use the same definitions as HCC. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d. A sibling means the sister/brother, half-brother/sister, adopted brother/sister, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.
- e. Every effort will be made to accommodate twins and other **multiple births** applications provided that this does not breach maximum class size regulations.



## CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the nursery it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the school administrator if they wish their child's name to be removed from the waiting list.



## Appendix 1

### Eligibility criteria for 30 hours free childcare

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

- they earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months;
- this equates to £120 a week (or c. £6,000 per year) for each parent over 25 years old or £112.80 per week (or c. £5,000 per year) for each parent between 21-24 years old;
- this applies whether you are in paid employment, self-employed or on a zero hours contract;
- the parent (and their partner where applicable) should be seeking the free childcare to enable them to work;
- where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave;
- where 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;
- where a parent is in a start-up period (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months;
- if a non-EEA (European economic area ) national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- either parent has an income of more than £100,000
- either parent is a non-EEA (European economic area) national and subject to immigration control (and has no recourse to public funds)

Parents can check their eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Parents will be responsible for checking their eligibility for 30 hours free childcare. If they are eligible they will present a code to the school which will be used to claim funding. The eligibility criteria shown is as of 16 May 2017; changes will be found on [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

