



Hertford St Andrew Primary School Nursery Admission Arrangements 2022/23

Currently, at Hertford St Andrew Primary School children can start the Nursery class in the term after their third birthday.

We have **18** Nursery places available which offers 15 hours of provision. Nursery hours are from 8:40am-11:40am from Monday to Friday. The hours are for term time only. The school's term dates are published on the school website.

We are currently a waiting list for 30 hours' provision. Please contact the school office if you wish to be added to the waiting list.

Please note that we are looking to increase the number of nursery places available and this policy may change to reflect this.

How to apply for a place at Hertford St Andrew Primary School

- Contact the school to find out if places are available and to arrange a visit if required.
- Please complete the application form which can be found on our school website and email it, hand it in, or post it to the school office.
<https://www.hertfordstandrew.herts.sch.uk/admissions/>
- All applications received will be processed by the school and the oversubscription criteria will be applied if necessary.
- Parents will be notified by the school if they have been offered a place, or not, by email or telephone call.
- Parents should confirm their acceptance of the nursery place within 5 working days of the offer being made.

Oversubscription Criteria

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. If there are fewer applications than places available at a school all applicants will be admitted. If there are not enough places available, places will be allocated in the following order of priority.

Rule 1: Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an Education, Health and Care Plan that names the school.

Evidence required: *please enclose a copy of the Statement or EHC Plan with your application form.*

Rule 2: 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.

Evidence required: *please enclose a letter or document from your child's social worker, advisory teacher or other professional with your application form.*

Rule 3: Children for whom it can be demonstrated that they have a particular medical or social need to attend the school.

Evidence required: *please enclose a letter or document from a doctor, psychologist, social worker or other relevant professional confirming the child's medical or social need. The evidence must relate specifically to Hertford St Andrew School and must clearly demonstrate why it is the only school that can meet the child's needs.*

Rule 4: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Evidence required: *please enclose a copy of the child protection plan with your application.*

Rule 5: Children who have a sibling on the roll of the school at the time of the 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. The last year of the 'normal age-range' at Hertford St Andrew Primary School is Year 6. The sibling must live permanently at the same address Monday to Friday. 'Sibling' includes brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer or partner and children looked after or previously looked after (but not children temporarily living in the same house, e.g. a looked after child in a short term foster or bridging placement).

Rule 6: Children for whom Hertford St Andrew Primary School is the nearest nursery. This measure will be obtained using Google Maps (shortest walking distance)

Rule 7: Children who live closest to the school. Children not considered under Rule 6 will be considered under Rule 7.

Twin and multiple births

If you have more than one child applying for the school, make a separate application for each of them. We will offer a place to twins or multiple birth children if one of them is offered the last place available and you have applied to the school for the other child or children.

Tie break

Admissions rules are applied in order. If more children qualify for admission under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 7 than there are places available, priority will be given to those who live nearest to Hertford St Andrew School as measured in a straight line (using Free Map Tools UK). Where there is a need for a tie break 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 a lower floor and therefore closer. In other cases, a random generator will be used with each applicant being given a unique random number.

Continuing Interest

After places have been offered, Hertford St Andrew School will maintain a continuing interest (waiting) list. A child's position on the continuing interest list will be determined by the criteria described above and a child's place on the list can change as other children are added to or taken off it.

A place in our nursery does not guarantee a place in our reception class. There is a separate application process for reception places: <https://www.hertfordshire.gov.uk/home.aspx>