CASSIOBURY INFANT & NURSERY SCHOOL

Nursery Admissions Policy

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Adopted by	FGB
Review period	Annually
Date of Next Review	October 27

Our school's nursery staff are committed to providing a high quality of teaching and learning to our youngest children and to giving them a happy start to their school life. The nursery forms part of the Early Years Foundation Stage (EYFS) and our children follow the EYFS curriculum. (Please refer to the EYFS Policy for more details.) Activities are carefully planned and resourced to provide the best possible learning experience for all our children. The curriculum is focused on supporting and promoting children's all-round development- in areas ranging from personal, social and emotional wellbeing to mathematics, literacy, language and communication. In this way, the nursery aims to ensure that all children are well prepared for their transition into reception and that ultimately our children will leave the EYFS confident, independent and ready to take on the world that awaits them.

Provision
Cassiobury Infant and Nursery School has a nursery admissions number of 40.
We offer:
Full time place 8:45am – 2:45pm (30 places) 30 hours

Part time place 8:45am – 11:45am (10 places) 15 hours

Additional provision is available from 2:45pm to 3:15pm for children attending for 30 hours. This is at an additional charge to parents.

The school reserves the right to review and adjust the number of children enrolled.
Where we determine it is appropriate and in the best interest of the children, staff and setting, we may increase the number of places offered. This review may be undertaken at any point in the academic year.

Process of Applying for a nursery place at Cassiobury Infant and Nursery School.

- Please complete the on-line application form by **the deadline specified each year.**
- All applications received will be processed by each school during the week **specified each year** and the over subscription admission rules will be applied if necessary.
- Parents will be notified by the school if they have been offered a place or not by **email** which will be sent by the date **specified each year.**
- Parents have until the date **specified each year** to accept the offered place. If they have not been offered a place in any of the nurseries they applied to, they will need to phone all nearby nurseries to see which ones have space.

In partnership with local Nursery classes, Cassiobury Infant and Nursery school will adhere to the timetable collaboratively set when dealing with admissions.

15/30 hour funding

The school offers an additional 15 hours per week under the 30 hour funding initiative. In order to claim additional 15 hour funding parents/carers must first apply with HMRC. The school will need to be provided with key information, including your child's NHS number, 30 hour code (supplied by HMRC) and parent/ carers' NI numbers, required by HMRC for the school to claim funding. Failure to supply details required by HMRC will lead to parent/carer being invoiced directly for the additional 15 hours.

To find out about eligibility and apply please visit- https://www.gov.uk/childcare-calculator

Parents/carers will be responsible for reconfirming details directly with HMRC on a termly basis in order to continue receiving funding throughout the year. If details are not reconfirmed the school will not be able to claim finding from HMRC and will need to charge for the additional 15 hours. In this situation, continued attendance confirms you understand you will be invoiced for the additional hours, in accordance with the full time place offered and accepted.

Personal data will be managed according to the school's GDPR policy available on our website.

Costs to Parents/Carers who want a full time place but do not meet the 30 Funding criteria:

- The first 15 hours per week are free of charge
- The additional 3 hours per day will be charged at a rate set each year to cover the gap between LA funding and the cost of a full time place.
- Fees must be paid to the school by deadlines specified on the monthly invoices
- No refunds will be made in the case of an individual child's absence
- If fees due remain unpaid for 14 days after the invoice date, places will be withdrawn and re-allocated to children on the waiting list.

Transition into the school

If appropriate (i.e. in the best interest of the child) it may be that admission/transition to the school will be staggered. Meaning that the child will attend on a part time basis to enable a successful start to their time in school. This staggered transition will be discussed with parents and be monitored closely, with increases in time attending occurring how and when it is beneficial to the child.

Prior to starting school, meetings will be held with parents/carers of children with SEND Support/EHC plans and any current setting/professionals involved in to plan the provision that can be made to meet their identified needs.

Admission Rules for applying for a nursery place. The rules will be applied in order.

Parents must apply direct to the school office for a place and places will be allocated following the school's criteria.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools must admit children with an EHCP (Education, Health and Care Plan) **that names the school.**

Rule 1: **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.

Rule 2: **Medical or Social** Children for whom it can be demonstrated that they have a particular medical or

social need to go to the school.
A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: **Sibling Children** who have a sibling on the roll of the school or linked school at the time of application. This applies to reception through to Year 5 in infant, junior and primary schools.

Rule 4: **Nearest School** Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy

Rule 5: **Distance** Children who live nearest to the school. This measure will be obtained using Free Map Tools as the crow flies (in metres). Children not considered under rule 4 will be considered under rule 5.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

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.

Oversubscription Criteria

Rule 1: **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.

Rule 2: Medical or Social Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
A panel will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Sibling Children who have a sibling on the roll of the school or linked school at the time of application. This applies to reception through to Year 5. This will be applied to twins even if this takes the intake over number.

Rule 4: Nearest School
Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy

Rule 5: Distance Children who live nearest to the school. This measure will be obtained using Free Map Tools as the crow flies (in metres). Children not considered under rule 4 will be considered under rule 5. *Children not considered under rule 5 will be considered under rule 6.*

Rule 6: 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.

Tie break
When there is a need for a tie break where two different addresses are 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.

Continuing Interest
After places have been offered, Cassiobury Infant and Nursey school will maintain a continuing interest

(waiting) list. A child's position on a continuing interest list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it.

Explanatory notes and definitions

The following definitions apply to terms used in the admissions criteria:

Rule 1: 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[1] or a special guardianship order[2])
Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to 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.

A "child looked after" is a child who is:

a) in the care of a local authority, or

b) being provided with accommodation by a local authority in the exercise of their social services function (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.[3]

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

[1] Child arrangements order
Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

[2] Special guardianship order
Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

[3] This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or

b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.

c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.

d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child. Applications for children previously "looked after" but not meeting the specific criteria outlined Rule 1, may be made under this rule.

Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after[1] and in every case living permanently[2] in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

[1] Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.
[2] A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Home address

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. Proof of address will be required as part of the admissions process.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Fraudulent applications

Cassiobury Infant and Nursery School will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Cassiobury Infant and Nursery School will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;

- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
    - The family has moved to a property from which their application was less likely to be successful;
    - The family has returned to an existing property;
    - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
    - Council tax information shows a different residence at the time of application.
    - When a child starts at the allocated school and their address is different from the address used at the time of application.

Definition of "nearest school"

For coeducational community schools, the "nearest school" definition for rule 5 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.
Note – non-partially selective means that the school does not offer any places based on academic ability.