

**Nursery Admissions Policy**

**Parkgate Infants and Nursery School**

**Last Reviewed: October 2019**



## Parkgate Infants and Nursery School Admissions Policy 2019/20

- **Date Agreed:** September 2019
- **Date Review Due:** September 2020

This policy has been created in conjunction with the Watford School's Group

Children born between 1st September 2015 and 31st August 2016 will start Nursery September 2019.

Children born between 1st September 2016 and 31st August 2017 will start Nursery September 2020.

Parkgate Infants and Nursery School take 30 children in our nursery each year. Our nursery runs mornings only from 9.00 a.m. to 12.00 a.m.

### Oversubscribed Criteria

Parents may state their preference as to which nursery, 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:

Please note if you are claiming under any of the following criteria you will need to provide professional evidence with your application:

- Special Educational Needs – Your child has a Statement of Special Educational Needs or an Educational Health and Care Plan. EVIDENCE = A statement of special educational needs/EHC Plan naming the school
- Children in Public Care – Your child is looked after, or was previously looked after and is now adopted, or has a Child Arrangement or Special Guardianship Order. EVIDENCE = A letter /documentation from the relevant social worker confirming current or previous "looked after" status or child protection issues, a Child Arrangement or Special Guardianship Order
- At risk – Your child, or a sibling of your child, is subject to an inter-agency child protection plan and been placed on the Child Protection Register. EVIDENCE = a child protection plan or on the child protection register
- Social or Medical Reasons – Your child has a particular medical or social need to go to this school that another school cannot provide. EVIDENCE = A letter/documentation from doctor/health visitor/consultant etc. confirming child's social or medical needs. It is for the school to decide whether the evidence submitted is sufficient.
- Sibling – Your child has a sibling at the school and they permanently live at the same address Monday to Friday. If a child lives at 2 addresses equally, use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This is considered the child's main address. The sibling must be in Reception through to Year 2 at Parkgate Infants and Nursery School or Years 3 through to 5 at Parkgate Junior School.

If, after deciding applications requiring professional evidence and sibling applications, the school has more applications remaining than there are places available, places are allocated on the basis on distance.

If more children qualify under a particular rule than there are place available, a tiebreak will be used by applying the next rule to those children. If more children qualify under the sibling rule than spaces available, priority will be given to those who live nearest the nursery as measured in a straight line. Parkgate Infants and Nursery uses 'Free Map Tools UK' to measure distance. Where there is a tie break where two addresses measure the same distance from the school, the lower door number will be deemed the nearest. If there are two identical addresses of separate applicants, the tie break will be random.

If there are more applicants than spaces in the Nursery, then a waiting list will be kept in the school office. The waiting list will be ordered using the above criteria and places will be allocated as spaces become available.

We are not able to discuss or allow another person to make changes to an application without consent from the original applicant.

**A place in our nursery does not guarantee a place in our Reception. Reception applications need to be made separately please go to : [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)**

We do not offer free education for 2 year olds or 30 hours funding. Please note that if parents are using an alternative provider to claim their additional 15 hours entitlement (30 hours' entitlement) then parents must allow Parkgate Infants to claim funding as the first provider.

Further information can be found at:

<https://childcare-support.tax.service.gov.uk> – Government information on 30 hours free childcare

### **Process of Applying for a nursery place at Parkgate Infants and Nursery School School.**

- Please complete an application form and email, hand it in, or post it, to the school office by Friday 28<sup>th</sup> February 2020 – 9am.
- All applications received will be processed by each school during the week beginning 2<sup>nd</sup> March 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 e-mail or in writing when no e-mail address has been provided (1<sup>st</sup> class) on Monday 9<sup>th</sup> March 2020.
- Parents have until Friday 20<sup>th</sup> March 2020 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. Parents can request to be placed on the schools waiting list.

The timeline for Watford schools nursery admissions is as followed:

Deadline to apply to your chosen school/s	<b>9am Friday 28 February 2020</b>
Offer letters sent by schools to parents/carers	<b>Monday 9 March 2020</b>  (Offer made by email or sent 1 <sup>st</sup> class post)
Deadline to accept place and return paperwork to chosen school	<b>9am Friday 20 March 2020</b>

*Applications received after this date will be classed as 'late' applications.*