



Owned by: SIMCE
Reviewed: Autumn 2024
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2025

St. Andrew's Church of England (VC) Primary School

Policy for Admissions to Nursery

Rationale:

Our School Vision is led by the example of St Andrew; *“Come, follow me,” Jesus said, “and I will send you out to fish for people.” (Matthew 4: 19)*

Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

In God's love each one will shine- Following Jesus' command; *“Come, follow me,” Jesus said, “and I will send you out to fish for people.” (Matthew 4: 19)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

St. Andrew's School is a one-form entry Voluntary Controlled Church of England Primary School. Although we are affiliated to the Church of England, the denomination of children is not a factor for determining admission. **The school is responsible for setting the Admissions Policy and the Admissions process for Nursery applications.**

Admission to Nursery Class 2025/26

All maintained schools with Nurseries in Hertfordshire are responsible for making their own Nursery allocations in accordance with the school's own published Nursery admission arrangements. (see Appendix 1 below).

Admission information for Nursery is available from the School website or School Office. The application timeline for 2025/26 is detailed under Appendix 2 below. Parents are required to complete a Nursery Application Form 2025/26 for Nursery admission from September 2025, along with a Supplementary Nursery form, detailing their individual preferences for additional provision. On allocation of places, parents will then be required to complete the Parent Declaration form, to be used by school to apply for the appropriate funding via HCC.

Unless there are exceptional circumstances (e.g. SEN needs), applications for the Nursery will be for the whole academic year and all Nursery children will start in September 2025. (see Appendix 2).

Once all the available places (30), have been offered, a Continuing Interest List will be held by the school.

Prospective parents are encouraged to come and visit our Nursery. Small group appointments to view the Nursery and meet with the Headteacher will be available for the duration of the application process. Parents and carers are encouraged to contact the School Office from the start of October to arrange a mutually convenient time to visit.

HCC is required by law to deliver 15 hours a week of free early years provision for all 3 and 4 year olds. St Andrew's offers full time provision of 3 hours per session, 5 days a week from rising 4 years. Places will be allocated in the first instance to 30 children for the mornings only Nursery, from 8.45 – 11.45am. Consideration will then be given to any preferences these parents have for the afternoon. Any

applications received for afternoon sessions only (see 30 hr childcare provision below – i.e. parents who are taking up their free 15-hour universal provision with another provider) will be considered after the initial allocation of 30 Nursery places has been completed.

Hertfordshire County Council will continue to circulate admission information to parents of Hertfordshire children – (parents of children born between 1.9.2021 and 31.8.2022) during the autumn / spring terms.

APPENDIX 1

Admission Arrangements for St Andrew's Church of England VC Primary School Nursery for 2025/2026.

The school's published admission number is 30.

If there are fewer applications than places available at St Andrew's C of E VC Primary School Nursery, all applicants will be admitted. If there are more applications than places available (30), the criteria outlined below will be used to prioritise applications.

Section 324 of the Education Act 1996 requires the Governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their school.

Oversubscription criteria

Rule 1: Children looked after and children who were previously looked after, including those children who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangements order* or a special guardianship order*.

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 this rule.

Rule 2: Medical or Social

Children for whom it can be demonstrated 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: Linked School (*This rule only applies to pupils who are currently attending an infant school which has a linked junior school¹.*)

In the case of junior schools, children who attend the linked infant school at the time of their application.

Rule 4: 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; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

Rule 5: Nearest School

Children for whom it is their nearest school or academy.

This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Rule 6: Distance

Children who live nearest to the school.

Children not considered under rule 5 will be considered under rule 6.

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.

Tie Break

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

Distance Measurement

All distances will be by a 'straight-line' measurement from the postal address point of each individual house to the address point of the school, (address point data taken from AddressBase Premium dataset).

Continuing Interest List

If there are more than 30 applicants, St. Andrew's Primary will hold a Continuing Interest List for any places which may become available. The above admissions arrangements will be put in place if a subsequent Nursery position becomes available and there are more applicants than places at the time of the vacancy.

Once parents have accepted an offered place, they are invited to a meeting for new Nursery parents prior to their child starting. Our new Nursery children are also invited to visit our Nursery for sessions prior to their allocated start date in September.

APPENDIX 2

Nursery Admissions Timeline 2025/26

Event	Date	Additional Information
Applications open	Friday, 1st November 2024	To apply: Please download the application form from the website and return by email to: admissions@standrews323.herts.sch.uk or contact the School Office for a paper copy
Application deadline	Friday, 28th February 2025	Applications received after this date will not be considered for a Nursery place until after 28 th April 2025.
Offer date	Monday, 24th March 2025	We will email you with the outcome of your application on this date. Notification letters will be posted to any applicant requesting a paper response.
Acceptance date	Tuesday, 22nd April 2025	Last date for accepting the place offered. Please ensure that you have accepted the place in writing or sent an email to: admissions@standrews323.herts.sch.uk

The Nursery operates term time only and follows the school calendar observing the same holidays.

Allocation of a Nursery place does not guarantee subsequent admission into St Andrew's Church of England VC Primary School Reception class. Parents must apply for a school place through Hertfordshire County Council and not directly to the school.

(see <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx> for further information)

30 Hours Free Childcare

The Nursery of St Andrew's Primary School runs every weekday morning during term time from 8.45am – 11.45am. This is the 15 hours' free universal provision.

In partnership with Bobtails Playgroup, who are located on the school site, the school is able to offer parents/carers **a further 15 hours' free childcare provision**, (known as '30 hours' free childcare') for working parents of 3 and 4 year old children who are eligible under the Government criteria.

Eligibility

Parents can find further information on the scheme online at www.childcarechoices.gov.uk . Up-to-date eligibility criteria and where to apply can be found at:

<https://childcaresupport.tax.service.gov.uk/par/app/applynow>.

If eligible, a voucher code will be generated. Parents should give the code to the provider (Bobtails Playgroup or St Andrew's Primary) so that they can claim funding from the local authority for the number of hours required. Funding can be split between up to 3 providers.

The 15 hours' afternoon sessions are offered as follows:

St Andrew's Church of England VC Primary School

11.45am – 2.45pm afternoon sessions on Tuesday and Thursday afternoons (3 hours per day)

Bobtails Playgroup

11.45am to 2.45pm on Monday, Wednesday and Friday afternoons (3 hours per day)

- The session in the afternoon for both providers will include an allotted time for lunch. Children should be provided with a home-packed lunch.
- Parents who are not eligible for the additional 15 hours' funding are able to pay for the afternoon sessions. Invoices will be sent from the providers.
- The funding requires that the provision for the total 6 hours per day is 'seamless' i.e. 08.45am - 2.45pm.
- Nursery children will be able to stay with either afternoon provider until 3.15pm, in order to be in line with the main school collection time. Parents are able to pay for this additional 30 minutes if all of their free provision hours are already allocated.
- The extra hours in the afternoon would be within the limitations of the hours on offer by each of the providers.

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