



Owned by: SIMCE  
Reviewed: Autumn 2022  
Next Review: Autumn 2023

## 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 2023/24

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 2023/24 is detailed under Appendix 2 below. Parents are required to complete a Nursery Application Form 2023/24 for Nursery admission from September 2023, 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 2023. (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 mid-October to arrange a mutually convenient time to visit. (*Individual appointments to visit our Nursery continue throughout the year for in year applications*).

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 1.9.2019 and 31.8.2020) during the autumn / spring terms.

## **APPENDIX 1**

### **Admission Arrangements for St Andrew's Church of England VC Primary School Nursery for 2023/2024**

**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.**

**Rule 1**            **Children looked after** and children who were previously looked after, including those children who appear (*with clarification from HCC Admissions Team*) to have been in state care outside of England and ceased to be in state care as a result of being 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. The school Governors 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. *Clarification may also be sought from HCC Admissions Team.*

**Rule 3**            **Sibling:** Children who have a sibling at the school at the time of application.  
(*This applies to Reception through to Year 5*)

In Year Admissions: the sibling may be in the school's final year (Year 6), as long as they will still be in attendance at the time of the admission.

**Rule 4**            **Any other children**

#### **Tiebreak**

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. If more children qualify under criterion 4 than there are places available, priority will be given to those who live nearest to the Nursery as measured in a straight line.

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 AddressBass 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 2023/24**

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Additional Information</u></b>
<b>Applications open</b>	<b>Tuesday, 1<sup>st</sup> November 2022</b>	To apply: Please download the application form from the website and return by email to: <a href="mailto:admissions@standrews323.herts.sch.uk">admissions@standrews323.herts.sch.uk</a> or contact the School Office for a paper copy
<b>Application deadline</b>	<b>Tuesday, 28<sup>th</sup> February 2023</b>	Applications received after this date will not be considered for a Nursery place until after 24th April 2023.
<b>Offer date</b>	<b>Monday, 27<sup>th</sup> March 2023</b>	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.
<b>Acceptance date</b>	<b>Monday, 17<sup>th</sup> April 2023</b>	Last date for accepting the place offered. Please ensure that you have accepted the place in writing or sent an email to: <a href="mailto:admissions@standrews323.herts.sch.uk">admissions@standrews323.herts.sch.uk</a>

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 re-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. In partnership with Bobtails Playgroup, who are located on the school site, the school is able to offer parents/carers 30 hours' free childcare provision. This is an entitlement for working parents of 3 and 4-year-old children.

**This is an extra 15 hours per week entitlement in addition to the children's existing 15 hours' free early education funding (used during the mornings)**

#### **Eligibility**

Parents can check their eligibility for the scheme via an online HMRC site, at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). The site will generate a voucher code for eligible parents, which they will pass to their chosen provider. The voucher code will enable the provider (Bobtails Playgroup or St Andrew's Primary) to claim funding from the local authority for the number of hours each child requires.

Further information and where to apply can be found at <https://childcare-support.tax.service.gov.uk/par/app/applynow>. This site also has the most up to date information regarding eligibility criteria.

#### **The free 15 hours afternoon sessions for eligible parents is offered as follows:**

**St Andrew's Church of England VC Primary School** offers full days from 8.45 – 11.45am (*usual Nursery provision*) plus 11.45 – 2.45pm additional afternoon cover on Tuesday and Thursday afternoons = 6 hours per day.

**Bobtails Playgroup** offer full days from 8.45am to 11.45am and 11.45am to 2.45pm on Monday, Wednesday and Friday afternoons = 6 hours per day.

- The second session in the afternoon for both providers will include an allotted time for lunch.
- Parents who are ineligible for the additional funding will be able to pay for the afternoon sessions if required.
- As the funding requires that the provision for 6 hours per day is 'seamless', parents will have the opportunity to purchase further 'top up' childcare cover with either provider to cover their child's care until 3.15pm
- All parents would be able to pay for the additional top up sessions, not just those who receive 30 hours' free childcare. 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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