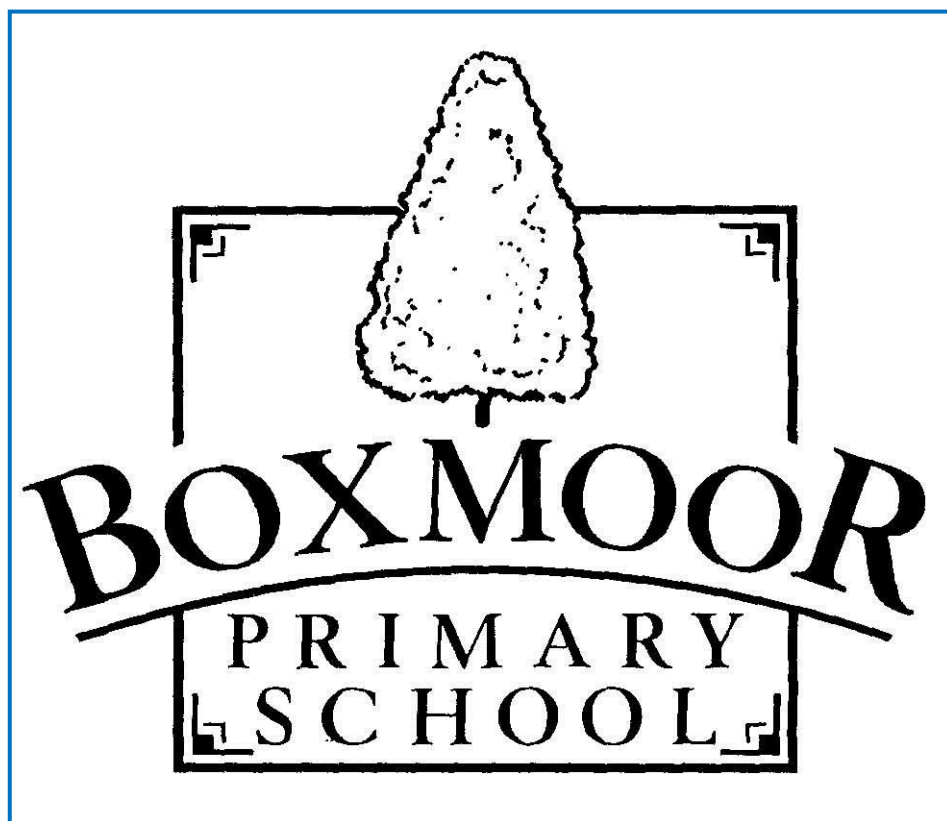


# Nursery Admissions Policy



<b>Approved by:</b>	Boxmoor Governing Body	<b>Date:</b> 14 <sup>th</sup> October 2024
<b>Last reviewed on:</b>	October 2023	
<b>Next review due by:</b>	October 2025	

## **Responsibility for Admission into the Nursery Class**

Responsibility for making decisions regarding nursery admissions to the school lies with the Headteacher and Governing body of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this Policy are followed.

## **Application Process**

Parents and Carers must apply for a Nursery place by completing an online application form, available on the school website.

## **Eligible Children**

At Boxmoor Primary School children can start Nursery in the September after their third birthday. Children born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022 can apply for a place at Boxmoor Primary School Nursery to start in September 2025.

## **Nursery Admission Timeline**

<b>Date</b>	<b>Action</b>
4 <sup>th</sup> November 2024	Parents and Carers can apply to Boxmoor Primary School for a place in the Nursery for the academic year September 2025 to July 2026.
24 <sup>th</sup> February 2025	Nursery application closes for academic year September 2025 to July 2026.
26 <sup>th</sup> February 2025	Boxmoor Primary School will make offers to parents and carers for a place in the Nursery for academic year September 2025 to July 2026.
5 <sup>th</sup> March 2025	Deadline for parents and carers to accept or reject offers the school has made to them for a Nursery place.  If the parents and carers do not respond to the offer made by this date the school may withdraw the offer.
6 <sup>th</sup> March 2025 onwards	Parents and Carers for late applications can apply to Boxmoor Primary School using the application form and will be placed on the Nursery waiting list if no places are available.

## **Admission Arrangements**

Boxmoor Primary School has one Nursery Class with capacity for 30 pupils in receipt of 15 or 30 hours Government funding.

Nursery hours are 9:00am until 3:00pm, term time only.

The hours are term time only. The school's term dates are published on the school's website: [www.boxmoor.herts.sch.uk](http://www.boxmoor.herts.sch.uk)

## **30 Hours Funded Childcare (6 hours a day)**

From September 2019, some 3 and 4 year-olds may be entitled to an additional 570 hours of childcare per year, which is equal to an extra 15 hours a week for 38 weeks of the year. The 30 hour free

childcare entitlement is available to working families who meet the eligibility criteria. Parents and Carers can check eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Contact details for all registered providers in Hertfordshire can be found at [www.hertfordshire.gov.uk/parents and Carers](http://www.hertfordshire.gov.uk/parents-and-carers)

Boxmoor Primary School Nursery offers pupils in receipt of 30 hour funding a place from 9:00am to 3:00pm.

Children staying for the 30-hour funding will need to bring their own packed lunch.

**Parents and Carers have the responsibility to re-check their eligibility every three months with HMRC.** Parents and Carers will need to supply the school with the new eligibility end date every three months. If parents and carers' eligibility ends then the school's offer of a 30 hour place will end. The school and parent/carer can then discuss the child being offered a 15 hour place in the Nursery.

**Please note that all children need to attend 15 hours as a minimum.**

The Headteacher and governors will allocate places according to the criteria below. Copies of supporting documents must be submitted with the application form for criteria 1, 2 and 4. Failure to submit supporting evidence will result in the criteria not being considered.

Parents and Carers will receive an email on **26<sup>th</sup> February 2025** if they have been allocated a place. Parents and Carers are obliged to accept the provisional place via the Google Form attached to the email, within seven calendar days or the place will be withdrawn and offered to the first child on the waiting list. Failure to accept the place within seven days may mean a place is no longer available.

NB: Allocation of a Nursery place does not guarantee a place in Reception. Applications for Reception are managed by Hertfordshire County Council, and it is the responsibility of Parents and Carers to apply separately.

Parents and Carers of children born between April and August may choose to defer their Reception application and keep their child in Nursery. In this case, Parents and Carers must notify the Headteacher in writing before 31<sup>st</sup> March.

If parents and carers would like to take up the 15 hours only for their child, Boxmoor Primary School offers extended hours for 15-hour pupils.

Parents and Carers can pay the school in advance if their child would like to attend:

Lunch Club - 12:00pm to 1:00pm lunch club at a cost of **£7.00 per session** (Parents and Carers need to provide their child with a packed lunch.

Morning extra session - 9:00am to 12:00pm at a cost of **£20.00 per session**

Afternoon extra session – 12:00pm to 3:00pm at a cost of **£20.00 per session**

Morning and lunch club – 9:00am to 1:00pm at a cost of **£26.00 per session**

Full day – 9:00am to 3:00pm at a cost of **£38.00 per day**

Parents and Carers must request in advance which days their child would like to attend extra sessions.

**Please discuss with the school office if a more flexible approach to 15 hours is required.**

## **Oversubscription criteria**

Admission to Nursery is based on the expression of parent/carer preference. If there are more applications than places available, the following criteria will be applied (in order of priority):

1. Children in the care of the Local Authority or adopted from care.
2. Children with exceptional social, educational or medical needs identified by professionals, such as a Child Protection plan or Education Health Care Plan. (Evidence must be submitted with the application in order to be considered.)
3. Children with siblings in the school at the time of application, unless the sibling is in the last year of normal age range of the school i.e. is in Year 6.
4. All other children in order of distance (as measured using the distance calculator on Herts Direct, which is the same for Reception class admissions:  
<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-distance.aspx>

Evidence for criteria 1 and 2 must be submitted with the application. Failure to do so will result in the criteria not being considered. The school will not send any reminders.

If more children qualify under a particular rule than there are places available, a tie breaker will be used by applying the next rule to those children. If more children qualify under criterion 4 than there are place available, priority will be given to those who live nearest to the school as identified by the distance calculator on Herts Direct. Where there is a need for a tie breaker where two addresses measure the same distance from the school, for example, in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie breaker will be random.

Twins/multiple births will be given priority within each individual category: every effort will be made to accommodate twins and other multiple birth applications provided that this does not breach maximum class size regulations.

## **Waiting List**

If there are more applications than the number of places available, parents and carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

## **Right of Appeal**

As Nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.