



BROOKLAND INFANT AND NURSERY SCHOOL

Enjoyment of learning, achievement for all

Elm Drive, Cheshunt, Herts, EN8 0RX

Tel: 01992 629485

Fax: 01992 630039

e-mail: admin@brooklandinfants.herts.sch.uk

NURSERY ADMISSIONS POLICY – 2018/19

From this year applications for our nursery class will be accepted anytime during the academic year **after** a child's 2nd birthday. The closing date for applications for starting nursery in September 2018 will be midday on Thursday 29th March 2018 for children born between 1st September 2014 and 31st August 2015.

Parents should note that attendance at the nursery does not guarantee a place in a reception class at this school. A separate online application process is available for parents to apply for a place in a Primary School (reception class).

In line with other providers, our school will aim to offer places by Friday 20th April 2018 and parents will have 2 weeks to accept the place and will be required to pay a deposit of £50 to secure the place which will be returned when the child transfers to a reception place. This deposit is non-refundable if the child leaves before this date.

Our nursery operates a single intake admissions system admitting children in September. However, if there are spaces after the September cohort allocation has been made, we will consider taking children as and when they meet the age criteria.

Parents should make sure they are aware of and comply with the notice requirements of the setting their child currently attends. We reserve the right to withdraw an allocation if a child is not able to start in September.

We offer the statutory 15 hours free early education (FEE) over five days with children being offered either five mornings or five afternoons. Parents must take-up the full 15 hours free provision at our school and cannot split this between us and another setting.

Our morning sessions are: 8.45am to 11.45am

Our afternoon sessions are: 12.30pm to 3.30pm

Lotties have entered into a partnership with us and are able to offer the extra 15 hours free childcare (plus a lunch club) to some of those families that meet the criteria.

All children starting in our nursery will receive a home visit by our nursery staff. We stagger the start dates for new entrants to the nursery over the first few weeks of the term in order to help children settle and enable staff to get to know them. You can stay with your child on their first day if you think this will help them settle.

There are 30 places in the morning and 30 places in the afternoon. If possible parents will be offered the chance to state a preference for either a morning or afternoon place. **However it cannot be guaranteed that these preferences will be met (particularly if a morning place is required).** Preferences will only be considered if they are in writing on the application form and must state the reason. If there are more requests for a particular session than places available then a panel made up of at least the Headteacher and a governor will decide on the allocations. There is no right of appeal to these allocations.

A child with an EHCP that names our school will be allocated a place in accordance with Section 324 of the Education Act 1996.

Oversubscription Criteria

In the event that more applications are received than places are available the following criteria will be applied:

- 1) A child in public care ('Children Looked After')
- 2) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan
- 3) Other applicants:
 - a. A child for whom it can be demonstrated that they have a particular medical or social need to go to our school
 - b. A child who will have a sibling at our school or our linked school (Brookland Junior) at the time of application
 - c. Any other children

Applications other than those made under 3b. and 3c. will require written evidence from a professional. We may ask for evidence of a child's home address and date of birth.

If more children qualify under a particular rule than there are places available then the next rule will be used to determine who is allocated the places.

If more children qualify under rule 3b or 3c than there are places available then priority will be given to those who live nearest the nursery as measured in a straight line. If there is a need for a tie-breaker where two different addresses measure the same distance from the school, as in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be the ground floor and therefore closer. If there are two identical addresses of separate applicants the tie-break will be random.

'Continuing Interest' List

If a child is not allocated a place in our nursery by 20th April then they will remain on our 'Continuing Interest' list. When a place becomes available it will be offered to the next child on this list in accordance with the above criteria.