



BROOKLAND INFANT AND NURSERY SCHOOL

Enjoyment of learning, achievement for all

Elm Drive, Cheshunt, Herts, EN8 0RX

Tel: 01992 629485 Email: admin@brooklandinfants.herts.sch.uk

Headteacher: Mrs A. Atkinson

NURSERY ADMISSIONS POLICY 2024/2025

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 2024 will be midday on Wednesday 6th March 2024 for children born between 1st September 2020 and 31st August 2021.

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 15th March 2024. Parents will have 2 weeks to accept the place.

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 core 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 early education 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

We also offer some additional 15 hour free childcare places to provide 30 hour provision. Priority for these places will be given to parents who meet the Government's eligibility criteria for 30 hours free childcare and **have a valid voucher code at the time of admission**. Parents and carers will be expected to demonstrate their eligibility termly, using the Government website Childcare Choices www.childcarechoices.gov.uk

It is the parent/carer's responsibility to ensure that any voucher codes for 30 hours funding are renewed when required by HMRC as otherwise these vouchers expire. Parents must follow any instructions in HMRC confirmation email as failure to follow these instructions will result in the vouchers expiring which will result in the school being unable to claim funding. In this instance any additional hours above the 15 hour free entitlement will have to be paid for.

Our 30 hour offer is made up as shown below:

8.45am to 3.30pm Monday to Thursday

-8.45am to 11.45am Fridays

Parents taking up a 30 hour place will need to provide their child with a packed lunch.

Parents will have the option of paying for extra hours on Fridays if they wish their child to stay until 3.30pm on that afternoon. These extra hours will be charged at the published rate determined by the school and will be invoiced at the start of each half term.

If any 30 hour places remain then parents that do not qualify under the eligibility criteria will be considered and will be liable for the cost of the additional hours childcare per week charged at the published rate determined by the school.

Our school works in partnership with Lulu's Pre-School who are also able to offer some wraparound places for our nursery children (for those who don't want the 30 hour provision at our nursery or for those we don't have places for).

If possible parents accessing the core offer of 15 hours per week 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 our allocation day 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.