

# Brookland Federation

*'Brookland Infant and Nursery School'*

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# Nursery Admissions Policy



<b>Date:</b> October 2025	<b>Last reviewed:</b> September 2024
<b>Written by:</b> Kelly Mehmet	
<b>Approved by:</b> Governors	
<b>Next review due by:</b> September 2026	

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## **1. Information**

Brookland Infant and Nursery school is a state-maintained establishment and we manage our own nursery admissions. We accept applications for our nursery class anytime during the academic year after a child's second birthday.

We are now accepting applications for the academic year September 2026 for children born between 1st September 2022 and 31st August 2023.

The closing date for applications for starting nursery in September 2026 will be midday on Wednesday 4<sup>th</sup> March 2026.

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) with Hertfordshire County Council.

In line with other providers, our school will aim to offer places by Friday 13<sup>th</sup> March 2026. Once places have been offered, parents will have two 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.

## **2. Our provision**

Brookland Infant and Nursery School provides the statutory 15 hours of free early education (FEE) over five days each week. Children attend either five morning sessions or five afternoon sessions, as outlined below:

- Morning sessions: 8:35am – 11:35am
- Afternoon sessions: 12:20pm – 3:20pm

Parents are required to take up the full 15-hour entitlement at our school and cannot split these hours across multiple settings. In addition, we offer a limited number of extended 30-hour places. Priority for these places will be given to families who meet the Government's eligibility criteria for 30 hours of free childcare and who hold a valid eligibility code at the time of admission. Parents and carers must reconfirm their eligibility each term via the Government's Best Start in Life website:

[www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)

It is the responsibility of parents and carers to ensure that their 30-hour eligibility codes are renewed when required by HMRC. Failure to do so will result in the code expiring, which means the school will be unable to claim the funded hours. In such cases, any additional hours beyond the universal 15-hour entitlement will be charged at the school's published rate.

Our 30-hour offer is made up as shown below:

- Monday to Thursdays: 8.35am to 3.20pm
- Fridays: 8.35am to 11.35am

Parents accepting a 30-hour place will need to provide their child with a packed lunch.

Parents may choose to pay for additional hours on Fridays should they wish their child to remain at nursery until 3:15pm. These extra sessions will be charged at the school's published rate and invoiced at the beginning of each half term.

If any 30-hour funded places remain available, families who do not meet the eligibility criteria may be offered these places on a paid basis, charged at the school's published rate for additional childcare hours. Our school also works in partnership with Lulu's Pre-School, who can offer wraparound provision for our nursery children. This may be suitable for families who do not wish to take up, or are unable to access, the 30-hour provision within our own nursery.

### **3. Allocations**

When applying for a nursery place, parents accessing the core 15-hour provision will be invited to indicate a preference for either morning or afternoon sessions. While every effort will be made to accommodate these preferences, it may not always be possible to do so—particularly in relation to morning places, which are often oversubscribed.

Preferences will only be considered if they are submitted in writing on the application form and must include a brief explanation of the reason for the request. If the number of requests for a particular session exceeds the number of available places, a panel comprising the Executive Headteacher, Head of School and at least one governor will determine allocations. Please note that there is no right of appeal against session allocations.

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

## **4. 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 the number of children qualifying under rules 3b or 3c exceeds the number of available places, priority will be given to those living closest to the nursery, measured in a straight line from the home address to the school.

In the event of a tie-breaker, where two or more addresses are measured as being the same distance from the school (for example, within a block of flats), priority will be given to the address with the lower door or flat number, as this is deemed to be nearer (typically the ground floor).

If two applicants share an identical address, the tie-break decision will be made using a random allocation process.

## **5. 'Continuing Interest' List**

If a child is not allocated a nursery place on the allocation day, their name will remain on our Continuing Interest (waiting) list. As places become available, they will be offered to children on this list in accordance with the published admissions criteria.