



HARVEY ROAD PRIMARY SCHOOL

NURSERY ADMISSIONS CRITERIA 2017-2018

The Governors of Harvey Road School will follow all protocols and admissions rules as stipulated in the Hertfordshire Admissions documents. As a community school, we will offer places according to the Hertfordshire admissions rules. These rules will be applied on a priority basis.

Children with a Statement of Special Educational Needs, which names the school, will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. If there are fewer applications than places available at a school all applicants will be admitted. However, if there are not enough places available, places will be allocated in the following order of priority:

- 1) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 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 where the following criteria are considered to determine priorities:
 - a) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - b)
 - i) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides*.
 - c) Any other children.

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.

Tie-break

If more children qualify under criterion 2 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.

*The same definitions apply as outlined in the explanatory notes in the county council's schemes of coordination.

The nursery allocation process will be administered by the school rather than centrally co-ordinated by Hertfordshire County Council. The county council will provide an online system to host the application process

Notes

- a) **"Parents"** shall mean and include any person or persons *in loco parentis* to the applicant.
- b) **"Sibling"** means a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.
- c) **"Applicant"** is a child on whose behalf an application for admission is being made.
- d) **"Permanent home address"** shall mean such address as at the closing date of application to Harvey Road Primary School. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of his/her time. Both parents /carers must declare this individually with the application.
- e) The term **"Children in Care (Looked after Children)"** is as defined in The Education (Admission of Looked after Children) (England) Regulations 2005
- f) In the case of over subscription arising in any of the categories of admissions criteria, the deciding factor in that category will be geographical proximity to the school as measured directly as the crow flies [distance] (as defined in the LA booklet 'Starting School') from home to the school gate.
- g) A repeat application for admission within the same academic year will not be considered by the governors unless, in their opinion, there has been a significant change of circumstances.
- h) If a vacancy arises and there are more applications than places after the start of the school year, the admissions criteria will be applied at the date the vacancy arises.
- i) In the case of children with special educational needs or a disability, but no statement, the oversubscription criteria will be applied as fairly to them as to other applicants.
- j) It is against the law for a child in Reception, Year 1 or Year 2 to be taught in a class of over 30 pupils.

- k) If only one of twins (or multiple births) is offered a place at Harvey Road School the governors, as the admitting authority, cannot exceed this class size in order to ensure that twins or multiple births are all offered a place at the same school.
- l) Applications to the Nursery and the Reception class are two separate procedures and attendance at Nursery does not guarantee admission to Reception class.

m) **Medical or Social need**

Rule 3 (a) applications will only be considered at the time of the initial application. All applications will be considered individually but a successful application **must** include the following:

- a. Specific, recent professional evidence that justifies why **only** Harvey Road Primary School can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why **only** Harvey Road Primary School can meet the child's needs
- c. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at Harvey Road Primary School essential. Evidence must show why **only** Harvey Road Primary School can meet the child's needs.

Applications under Rule 3 (a) can only be considered when supported by a recent letter from a professional involved with the child or family. For example, a doctor, psychologist or police officer. The supporting evidence needs to be at the school as soon as possible but no later than the closing date for applications in March 2017.

The dates for the actions in the above table are decided by the Local Authority - see the 'Starting School' booklet as seen online at www.hertsdirect.org/admissions.

Additional Information

- a) Parents will need to ensure that they complete the Local Authority online application form by the published deadline stating their preferences for a Nursery place. Parents can register and complete the application online at www.hertsdirect.org.
- b) Parents without access to the online system should contact their nursery of choice direct.
- c) Parents should ensure that any supporting documentation has been sent to the Headteacher via the school. The application list is closed on the published date. This date is given by the Local Authority each year and can be found in the information sent to parents by the Local Authority in late autumn prior to application.
- d) Should any information that is submitted be found to be incorrect, the governors will be entitled to remove the offer of a place at Harvey Road School, even if the child has already started.
- e) If fewer than 30 places are accepted the governors will offer the remaining place(s) to the next applicant(s) on the original list - subject to receipt of a continuing interest form at the bottom of the allocation letter.

- f) When all places have been accepted from this original list a waiting list will be established by the Local Authority to include all remaining, confirmed applicants and any late applicants (received after the closing date).
- g) It is the responsibility of all parents on the continuing interest list to keep the School advised of any change in circumstances.
- h) A child's name will remain on the continuing interest list for one year. In July, the child's name will be automatically removed unless the school receives instruction by parents/carers in June or July to keep their child on the list. It is the responsibility of the parents/carers to do this.
- i) As there is no statutory requirement that your child attends a Nursery place, there will be no right of appeal.
- j) Should an offer be made to you it will be necessary for you to reply by **a fixed date in May 2017 (tba)**. We will endeavour to make contact with you before this date to remind you using the contact details you supply within your application. However, should we not receive your notification of acceptance by this date the offer will be withdrawn.
- l) If you are not offered a place at the Nursery of your choice it means that other applicants have achieved a higher placing than you when the rules were applied.
- m) Children are offered a place in the nursery starting in the September of the academic year in which the child becomes 4.

Agreed by governors at Harvey Road School: March 2016

To be reviewed: January 2017