



Admissions Policy for Nursery 2025-26

| | |
|------------------|------------------------------|
| Date written: | October 2023 |
| Date adopted: | 5 th October 2023 |
| Review schedule: | Annual |
| Policy Area: | Admissions |

1. INTRODUCTION

All Saints CE Primary School & Nursery is a Voluntary Aided Church of England School within the Diocese of St Alban's, with an attached Nursery Class. The school-run Nursery class is open every morning from 8:50am to 11:50am, term time only, in our Early Years Foundation Stage Unit. Continuous afternoon Nursery provision is provided on site by a third-party provider. They prioritise children allocated a place in our nursery but operate their own admissions process. The school has places for 24 children in the Nursery class.

All Saints has one main intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2025 will be for those children born between 1 September 2021 and 31 August 2022.

Admission to our Nursery Class does not guarantee a place in the school's Reception class. Parents of children in our Nursery class must reapply for a place in our Reception class.

Free Early Education

All Saints CE Primary School & Nursery offers 15 hours Free Early Education. Parents can use any further free hours' entitlement up to 30 Hours Childcare provision on site. A third-party provider operates on the same premises as the school Nursery Class: Little Ladybirds Pre School. Children remain in the Nursery setting for handover (there is no change of location). Little Ladybirds prioritise allocating places to children who have a place at All Saints' Nursery. However, they operate their own application and admission process that parents need to follow to secure the place.

Parents should be aware that places at All Saints Nursery are offered as 15-hour per week places, and the school claims the full funding available. Parents acknowledge this on the Declaration Form as part of applying for a place.

Information leaflets are sent out to parents by Hertfordshire County Council (the LA) in the Autumn term to remind parents they can apply for a Nursery place.

2. APPLYING FOR A PLACE

All Schools/Nurseries are responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's application form available from the school website. This application form must be submitted to the school office by the deadline below.

The following timetable is set by local schools in line with their own procedures. Some schools may have different dates. The following are those set by the Governors at All Saints:

- **Monday 13th January 2025** Applications open online to apply for a place in our Nursery class
- **Friday 7th March 2025** **Deadline for applications to be received.** The application system closes.
- **Friday 17th March 2025** All Saints will offer places directly to parents by letter or email
- **Friday 25th April 2025** Deadline for parents to accept places in writing

If places remain after the application process above has ended, applications can be made after the deadlines above. Parents should contact the school office to confirm if there are places available once the deadlines have passed.

Application Form

The school will publish an online application form on the school's website – on the Admissions Section. Parents should complete this. If they are unable to complete the form online, they should contact the school office and request a paper copy.

The application form should be completed by the deadline listed above.

For parents wishing to rely on Category 3 and Category 4 listed below, they should also complete a ‘Supplementary Information Form’ (available to download from the website) and return this to school by the application deadline listed above. This will ensure all applications are considered appropriately.

The Governing Body will apply their Admissions arrangements using the information submitted by parents on the school’s application form. If the application form is not completed accurately this may result in the application being given a lower priority. Care must be taken to ensure the form is completed accurately. If parents need help with this, they can contact the school office and we will be happy to help.

3. HOW PLACES ARE ALLOCATED

The school has **24** places available in our Nursery Class (this is known as the Pupil Admission Number – PAN). For our Nursery Class, this number is determined by the size of the room and the legal adult ratio numbers for pupils of Nursery age (3-4 year old).

If the school has fewer applications than places available, all applicants will be offered a place.

Under Section 324 of the Education Act 1996, Governing Bodies are required to admit children who have an Education Health and Care Plan (EHCP) which names All Saints CE Primary School and Nursery, Bishop’s Stortford. These children will be admitted as part of the school’s PAN, but before the oversubscription criteria are used.

Twin/multiple birth children: Every effort will be made to accommodate twins and other multiple birth applications where both siblings have applied for a place at our school but only one place is available.

Over subscription Criteria: In the event of there being more applications than available places, priority will be given according to the following oversubscription criteria, with Category 1 having the highest priority and so on.

Please also see **Note 5** for when there are more children with an equal right to a place at the school than places available for any category.

| | |
|--|--|
| Category 1: | Children looked after and children who were previously looked after but ceased to be so because they became subject to an adoption, child arrangements order or special guardianship order, including those children who appear (to the Governing Body) to have been in state care outside England and ceased to be in state care as a result of being adopted. Note 1 |
| Category 2: Siblings | Children who have a sibling in the main school (Reception to Y6) at the time of the application and whose sibling is likely to remain in the school at the proposed date of admission. Note 2 |
| Category 3: Children of staff | Children of permanent staff directly employed by the governors where the member of staff has been employed by the school for at least two years at the date of application and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. Note 3 |
| Category 4: Foundation Place (church) | Children of parents at least one of whom worships at any Christian Church that is a member of Churches Together in Bishops Stortford . Regular worshipper means that the parent or carer has attended public worship on average at least once a month for the period of 12 months prior to the application deadline date. Note 4 |
| Category 5: Any other children | Places in this category will be allocated to children whose home address is nearest to the school. Note 5 |

3.1 Notes and Definitions

Note 1: Children Looked After and Previously looked after. Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012. This applies to children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Children who were not looked after immediately before being adopted, or made the subject of a child arrangements order or special guardianship order, will not be prioritised under this rule.

- a. Definitions:
 - i. Child arrangements order: Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.
 - ii. Special Guardianship Order: Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.
- b. Children previously looked after outside England and subsequently adopted will be prioritised under Category 1 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School". The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:
 - i. To have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
 - ii. To have ceased to be in that state care as a result of being adopted.
- c. A child is in "state care" if he or she is in the care of, or accommodated by:-
 - i. A public authority
 - ii. A religious organisation or
 - iii. Any other organisation the sole or main purpose of which is to benefit society.
- d. Governors will seek advice from the Virtual School Head when considering applications for children adopted from state care outside England.

Note 2: Siblings under Category 2 – the term 'sibling' is defined as natural, half, step and adopted brothers and sisters; a child of the partner of the parent; and looked after or previously looked after children living with the family. In every case, the child and their sibling will both be living at the same home address (see section 3.2 below) in a single family unit. If a child lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school. The sibling must be on the roll of the school at the time of the application (or have been offered and have accepted a place) and be expected to remain on roll at the time the applicant is admitted. A sibling link will not be recognised for children from different family units living together at the same address, whether temporarily or permanently; for example a child who usually lives with one parent but had temporarily moved, or a looked after child in a respite or short-term/bridging foster placement.

Note 3: Children of staff under Category 3 – The staff member must have a permanent contract and be the child's parent by birth or adoption, or have legal parental responsibility for that child. Children of the partners of staff will also be included if the child has been living permanently at the same address as the member of staff (at least Monday to Friday) as a single-family unit for at least one year at the time of application. A SIF must be completed.

Note 4: Applications under Foundation Category 4 – At least one of the child's parents/carers must meet the attendance requirement. Applications under this criterion must be supported by a completed SIF, signed by the relevant minister. "Christian Church that is a member of Churches Together in Bishops Stortford" means any church listed on the [Churches Together in Bishops Stortford](http://ctbs.org.uk) website: ctbs.org.uk. Where the parent whose attendance is being counted previously attended a different church during the 12 month period immediately prior to the closing date for applications, the Governing Body will require evidence from both that parent's previous minister and their current minister in support of their application under this category. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 5: Distance from School – Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, using Hertfordshire County Council's 'straight line' distance measurement system. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the child's home address to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residence. When there is need for a tie break where two different addresses measure the same distance from the School, in the case of a block of flats for example, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. If there are two identical addresses of separate applicants, the tie break will be based on the random number allocated by HCC Admissions Database against each applicant (this number is between 1 and 1 million, against each preference school). If the random number is used to allocate the place, the lowest number will be given priority.

Note 6: Parents/carers definition – for the purpose of this policy the term "parent" includes guardians and those with a legal responsibility for the welfare of the child.

3.2 Home Address for the child

The address provided on the application form must be the child's current permanent address at the time of application:

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address may be requested (such as Council Tax bill, utility bill or bank statement).

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

4. APPEALS

Nursery is not a statutory requirement or entitlement, and as such parents do not have the right to appeal the decision made on Nursery applications. If parents have a complaint regarding the process followed, they can use the school's complaints policy which is available on our website.

4.1 Continuing Interest (waiting) list

After places have been offered and accepted, and in the event there are more applications than available places, the Governors will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The school will contact parents/carers if a vacancy becomes available and it can be offered to a child. Late applications will also be added to this list in a position determined by the criteria.

REVIEW OF THIS POLICY

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body and determined in line with statutory requirements.

Substantive changes may be consulted on as part of wider school admissions criteria consultation (as required by the Admissions Code). Occasionally changes may be mandated as a result of changes to legislation, local government policy, or local context. Consultation may not always be required in these circumstances.

Agreed at a meeting of the Full Governing Body on: 5th October 2023

Appendix 1: Supplementary Information Form (SIF)

APPENDIX 1: Supplementary Information Form (SIF)



All Saints CE Primary School & Nursery

Supplementary Information Form (SIF) for applicants under categories 3 or 4 only

Please complete this form and return it to our school in order to support your application for a place under one of these categories. If you have any questions, please contact the school office and we will be delighted to help.

PLEASE USE BLOCK CAPITALS

| | | | |
|---|-----------|----------------|--|
| Child's Surname: | | Date of Birth: | |
| Child's Forename(s): | | | |
| Name of parent(s)/guardian(s): | | | |
| Address: <i>This is the child's permanent residence where most of the school week will be spent, and not an accommodation address. It must match the address provided on the application form.</i> | Postcode: | | |
| Telephone Number: | | | |

Please tick which of the following categories of our Admissions Policy are you applying for admission

Please refer to our Admissions Policy for definitions of these criteria.

- Criteria 3: Children whose parents are a permanent member of staff employed by the Governors
- Please provide job role: _____
 - Please provide relationship to the applicant child: _____
- Criteria 4: Children of parents at least one of whom worships at any Christian Church that is a member of Churches Together in Bishops Stortford
- Please complete Part A of the SIF overleaf and return the form to school. You will need to confirm the details of the Minister/Priest/Church Leader so we can contact them in the event we need to verify the declarations made.

| | | | |
|--|--|-------|--|
| Parent/Guardian Declaration | | | |
| NB: I confirm that the details above are correct to the best of my knowledge. | | | |
| Print Name: | | | |
| Signature: | | Date: | |

Please return this form to:

All Saints CE Primary School & Nursery, Parsonage Lane, Bishops Stortford, CM23 5BE

Tel. 01279 836006

Email: admin@allsaints.herts.sch.uk



All Saints CE Primary School & Nursery Supplementary Information Form (SIF): CLERGY FORM (For Category 4)

PART A: To be completed by the parent/ guardian:

PLEASE USE BLOCK CAPITALS

| | | | |
|--|------------------|-----------------------|--|
| Child's Surname: | | Date of Birth: | |
| Child's Forename(s): | | | |
| Name of parent(s)/guardian(s): | | | |
| Address: | | | |
| | Postcode: | | |
| Name and address of current place of worship: | | | |
| Place of Worship: | | | |
| Name of Minister/Priest/Church Leader: | | | |
| Address/contact details: | | | |

If you have changed churches in the last 12 months, please also give the name and address of the church you were attending and supply a letter from the Minister/Priest/Church Leader confirming your level of attendance.

PART B: To be completed by the Minister/Priest/Church Leader:

| | |
|---|--------------|
| The parents/guardians of the child named above have applied for a place at All Saints CE School and have given your name as a referee. Would you kindly complete this form to confirm the following required items for their child to be considered under this category for our Admissions Policy: | |
| Is your church a member of Churches Together in Bishops Stortford? | Yes / No |
| To the best of your knowledge, has at least one of the above named child's parents attended public worship at your Church on average at least once a month during the last 12 months? <i>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</i> | Yes / No |
| Minister/Priest/Church Leader Declaration | |
| I confirm that the details above are correct to the best of my knowledge. | |
| Print Name: | |
| Signature: | Date: |
| Please provide a contact number: | |

Please return this form to:

All Saints CE Primary School & Nursery, Parsonage Lane, Bishops Stortford, CM23 5BE
Tel. 01279 836006 Email: admin@allsaints.herts.sch.uk