



# Admissions Policy for Nursery 2023-24

Date written:	December 2022
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Review schedule:	Annual
Policy Area:	Admissions

## 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 Nursery class is open every morning from 9am to 12 noon, term time only, in our Early Years Foundation Stage Unit. The school has places for 26 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 2023 will be for those children born between 1 September 2019 and 31 August 2020.

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. The additional 15 hours to make up to 30 Hour Childcare provision is provided by a third-party provider which operates on the same premises as the school Nursery Class: Little Ladybirds Pre School offers the additional 15 hours and will collect children from our Nursery. They have a separate application and admission process that parents need to follow.

**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. Whilst parents can choose to use their child's place flexibly, the school is unable to offer places for less than 15 hours per week.

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.

## 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 returned 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 16th January 2023** Applications open to apply for a place in our Nursery class
- **Friday 10th March 2023** The application system for All Saints closes
- **Friday 17th March 2023** All Saints will offer places directly to parents by letter or email
- **Wednesday 19th April 2023** Deadline for parents to accept places in writing

If places remain, 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 any of the Criteria listed below other than Criteria 7, should also complete a 'Supplementary Information Form' (available to download from the website) and return this to school by the 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.

### How places are allocated

The school has 26 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.

Every effort will be made to accommodate twins and other multiple birth applications.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors, in order:

<b>Category 1</b>	All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order (see LA definitions) <b>including those children who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. *Note 5</b>
<b>Category 2</b>	Children who have a sibling* in the main school (Reception to Y6) at the time of the application and will be likely to remain in the school at the proposed date of admission. <b>*Note 3</b>
<b>Category 3</b>	Children of parents* at least one of whom worships at All Saints' Church, Hockerill at least once a month for the period of 12 months prior to the application deadline date. 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. <b>*Note 4</b>
<b>Category 4</b>	Children whose parents are a permanent member of the staff employed by the governors with a permanent contract. <b>*Note 6</b>
<b>Category 5</b>	Children of parents* at least one of whom worships* at another Anglican church at least once a month for the period of 12 months prior to the application deadline date. 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. <b>*Notes 2 and 4</b>
<b>Category 6</b>	Children of parents* at least one of whom worships* at another Christian church which is affiliated to Churches Together in England at least once a month for the period of 12 months prior to the application deadline date. 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. <b>*Notes 2 and 4</b>
<b>Category 7</b>	Any Other children. <b>*Note 1</b>

### Notes and Definitions

1. 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 and 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 house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residence. Where there is need for a tiebreaker where two different addresses measure the same distance from the School, in the case of a block of flats for example, a random, public draw (eg balls from a bag) will take place. This will be independently witnessed so it is effective, clear and fair.
2. Parents\* - for the purpose of this policy the term “parent” includes guardians and those with a legal responsibility for the welfare of the child.
3. Sibling\* - a sibling refers to a brother or a sister, half brother or sister, looked after or adopted brother or sister, step brother or sister or the child of the parent/carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.
4. The governors may require written evidence from the Parish Priest/Minister to verify the required level of attendance. This is at least once per month for the year prior to application. 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.
5. Children in public care (also termed Children Looked After). Places are allocated to children in public care according to Chapter 7, Section 2 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). Adopted children must have been previously looked after by an English or Welsh local authority. Children who were not looked after immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule. There may be exceptional occasions when the governors are requested by the Children’s Services, supported by the medical services or health authority, for a place for a particular child in which case, the child will be afforded exception priority if the school can meet the need. Children with an EHC plan which names the school will be offered a place.
  - 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 abroad 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.

6. Children of staff will be considered in the following circumstances:
- a. where the member of staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

### **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.

### **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.

### **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: 8<sup>th</sup> December 2022

### **Appendix 1: Supplementary Information Form (SIF)**

## APPENDIX 1: Supplementary Information Form (SIF)



### All Saints CE Primary School & Nursery Supplementary Information Form (SIF)

Please complete this form and return it to our school in order to finalise your application for a place. This form helps us to ensure we are offering places in accordance with our Admissions Criteria. 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. Please supply a recent <u>original</u> utilities bill or equivalent (from within the last 3 months) – this will be returned.</i>	Postcode:		
Home Telephone Number:			

Under which category of our Admissions Policy are you applying for admission? Please tick the relevant criteria. Please refer to our Admissions Policy for definitions of these criteria.

- Criteria 1: Looked After Children
- Criteria 2: Children with a sibling in the main school (Reception to Y6)
- \*Criteria 3: Children of parents at least one of whom worships at All Saints Church, Hockerill
- Criteria 4: Children whose parents are a permanent member of staff employed by the Governors
- \*Criteria 5: Children of parents at least one of whom worships at another Anglican Church
- \*Criteria 6: Children of parents at least one of whom worships at another Christian Church
- Criteria 7: Any other children

*\* If applying under Criteria 3, 5 or 6, please complete Part A of the Clergy Form (overleaf), then return the form to school. Please do not give the form directly to the Clergy member. We will send the form to the Parish Priest or Minister who will then be asked to complete the rest of the form and return it directly to us.*

<b>Parent/Guardian Declaration</b>			
<b>NB:</b> I confirm that the details above are correct to the best of my knowledge and I enclose an original utilities bill dated within the last three months.			
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](mailto:admin@allsaints.herts.sch.uk)



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

**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 place of worship:			

**Now please return this form to school.**

**We will contact your Minister/Parish Priest to complete the rest of this page. Thank you.**

**PART B:** To be completed by the Parish Priest or Minister:

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 and return this form in the envelope provided. Thank you for your help.	
Is your church Anglican?	Yes/ No
If no, is your church affiliated as either a full or associate member of Churches Together in Britain and Ireland?	Full member / associate member
To the best of your knowledge, has the family worshipped at your Church at least once a month during the last 12 months?	Yes/ No

## Parish Priest / Minister Declaration

**NB:** I confirm that the details above are correct to the best of my knowledge and I support this child's application to All Saints CE Primary School & Nursery.

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](mailto:admin@allsaints.herts.sch.uk)