



Parkside Community Primary School

Head teacher: Charles Soyka

Chair of Governors: Laura Trigwell

Nursery Admissions Policy

Last reviewed: September 2023

Date of next review: September 2024

Parkside Community Primary School

Nursery Admissions Policy

Responsibility for Admission into Nursery Class:

Responsibility for making decisions regarding nursery admissions is organised and administered by Parkside School. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this policy are followed.

Provision

The Nursery class at Parkside Community Primary School provides Nursery provision for a maximum of 36 children on a term time only basis. Term dates are available on the school website.

Every nursery child is entitled to 15 hours free provision each week which will be provided as morning sessions from 8.40am-11.40am

16 of these places will be offered on a full-time basis from 8:45am through to 3:15pm

Full time provision is charged at a rate of £16.60 per day and must be booked and paid for termly in advance or can be funded through the 30 hours free childcare scheme.

30 hours free childcare is available to parents who meet certain eligibility criteria. See below for further details.

Ages

A child is deemed to be of nursery-age from the beginning of the term following their third birthday.

Child's 3rd birthday	Nursery admission (start date)
1 st April – 31 st August	Autumn Term (September)
1 st September -31 st December	Spring Term (January)
1 st January – 31 st March	Summer Term (April)

Application Process

The application process will open and close on the following dates

Term your child is eligible to start Nursery	Applications open	Application deadline	Date offer letters sent	Deadline for response to allocation
Spring 2024	Tuesday 5 th September 2023	Friday 13 th October 2023 5pm	Tuesday 7 th November 2023	Wednesday 21 st November 2023
Summer 2024	Thursday 4 th January 2024	Friday 9 th February 2024 5pm	Tuesday 27 th February 2024	Wednesday 6 th March 2024
Autumn 2024	Thursday 4 th January 2024	Friday 8 th March 2024 5pm	Tuesday 16 th April 2024	Tuesday 30 th April 2024

Spring 2025	Thursday 5 th September 2024	Friday 11 th October 2024 5pm	Tuesday 5 th November 2024	Wednesday 20 th November 2024
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Parents and carers must apply for a Nursery place by completing an application form, available on the school website or from the school office. Completed applications can be emailed to admin@parkside.herts.sch.uk or returned to the school office.

The Headteacher and governors will allocate places according to the criteria below. Copies of supporting documents must be submitted with the application form for criteria 1, 2 and 3. Failure to submit supporting evidence will result in the criteria not being considered.

NB Allocation of a nursery place does not guarantee a place in Reception. Applications for Reception are managed by Hertfordshire County Council and it is the responsibility of parents/carers to apply separately.

Children are eligible to start in our Reception class in September 2025 if their date of birth is between 1st September 2020 and 31st August 2021

Parents/carers of children born between April and August 2021 may choose to defer their Reception application and keep their child in Nursery. In this case, parents/carers must notify the Headteacher in writing before 31st March 2025.

Criteria

Admission to Nursery is based on the expression of parent/carer preference. If there are more applications than places available, the following criteria will be applied (in order of priority):

1. Children in the care of the Local Authority or adopted from care.
2. Children with an Education, Health and Care Plan
3. Children with a particular medical or social need to attend the school.
4. Children with siblings in the school at the time of application, unless the sibling is in the last year of normal age range of the school i.e. is in year 6
5. Children of a member of staff
6. All other children in order of distance (as measured using the distance calculator on Herts Direct. Which is the same for Reception class admissions.

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-distance.aspx>

Evidence for criteria 1, 2 and 3 must be submitted with the application. Failure to do so will result in the criteria not being considered. The school will not send any reminders.

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. If more children qualify under criterion 6 than there are places available, priority will be given to those who live nearest to the school as identified by the distance calculator on Herts Direct. Where there is a need for a tie breaker where two addresses measure the same distance from the school, for example in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie break will be random.

Waiting List and Right to Appeal

If there are more applications than the number of places available, parents/carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.

Data Security

We take our data security responsibilities very seriously. We will only communicate with the first parent/carer named on the application form. Application forms for successful applicants will be stored in hard copy in the child's educational record. Applications from unsuccessful parents/carers who wish to be on the waiting list will be kept for a maximum of 12 months or until a place becomes available.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share data with any third party other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send parents/carers advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or benefits a child, and our local children's centre who support the local authority by assisting families to access the services that children are entitled to.

30 hours free childcare provision

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government's Online Childcare Service.

Please use the link below to find out if you may be eligible

<https://www.gov.uk/30-hours-free-childcare>

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent will only be entitled to the universal 15 hour entitlement.