



**PARKSIDE COMMUNITY  
PRIMARY SCHOOL**

# Nursery Admissions Policy

Signed: *E. Sanderson*

Chair of Governors: Mrs Emily Sanderson



# PARKSIDE COMMUNITY PRIMARY SCHOOL

Aycliffe Road Borehamwood,  
Hertfordshire, WD6 4EP  
Phone: 0208 387 3000  
Email : [admin@parkside.herts.sch.uk](mailto:admin@parkside.herts.sch.uk)  
Headteacher : Mrs May-Finnegan

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**NURTURING AND INSPIRING YOUNG MINDS TOWARDS A BRIGHT FUTURE**





## 1. 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.

## 2. Provision

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

Child's 3 <sup>rd</sup> Birthday	Nursery admission (start date)
1 <sup>st</sup> April – 31 <sup>st</sup> August	Autumn Term (September)
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring Term (January)
1 <sup>st</sup> January – 31 <sup>st</sup> March	Summer Term (April)

## 3. Application Process

The application process will open and close on the following dates:

Term you child is eligible to start Nursery	Applications open	Application deadline	Date offer letters sent	Deadline for response to allocation
Spring 2026	Tuesday 9 <sup>th</sup> September 2025	Friday 17 <sup>th</sup> October 2025, 5pm	Tuesday 4 <sup>th</sup> November 2025	Wednesday 26 <sup>th</sup> November 2025
Summer 2026	Thursday 8 <sup>th</sup> January 2026	Friday 6 <sup>th</sup> February 2026, 5pm	Tuesday 24 <sup>th</sup> February 2026	Wednesday 4 <sup>th</sup> March 2026
Autumn 2026	Thursday 8 <sup>th</sup> January 2026	Friday 6 <sup>th</sup> March 2026, 5pm	Tuesday 14 <sup>th</sup> April 2026	Tuesday 21 <sup>st</sup> April 2026

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](mailto: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.

#### 4. 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.

#### 5. 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



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right of appeal.

## 6. 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.