



## Northgate Primary School

### NURSERY ADMISSIONS POLICY

#### For Admissions in Academic Year 2024 - 2025

Northgate Primary School has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2024 will be for those children born between 1 September 2018 and 31 August 2021.

Our Nursery class has places for 5 mornings, 5 afternoons or 2½ days (Monday all day, Tuesday all day and Wednesday half day or Wednesday half day, Thursday all day and Friday all day) in the Nursery class. For those parents opting for the 2½ days (Monday all day, Tuesday all day and Wednesday half day), we offer the Wednesday afternoon session on a paid basis.

Northgate Primary School and Nursery offers 15 hours Free Early Education and can also offer a limited number of all-day places in our Nursery on a paid basis. Working parents entitled to 30 hours free childcare can also apply for our all day provision - 8:35-3:20 (Monday to Thursday) and 8:35- 11:35 (Friday).

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 or full 30 hours of Free Childcare Funding will be directed to this school. This guarantee should be made on the application form (available on our website).

The maximum number of Nursery places available is dependent on the number of requests for all day places.

#### ADMISSIONS PROCEDURES

All Schools / Nurseries are now 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 completed and submitted by Friday 8<sup>th</sup> March 2024 at the latest (see timeline below).

Northgate Primary School and other local schools will use the following timeline for processing applications to their schools:

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form. If your application form is not completed correctly, this may result in the application being given a lower priority. Applications should include details of siblings.



## NURSERY ADMISSIONS TIMETABLE

Monday 15 <sup>th</sup> January 2024	Applications open to apply for a place in our Nursery class
Friday 8 <sup>th</sup> March 2024	The application system for Northgate closes <b><i>Deadline for submitting supporting evidence (e.g. EHCP or Child Looked After)</i></b>
Monday 18 <sup>th</sup> March 2024	Northgate will offer places directly to parents by email. (Email will be from <a href="mailto:admissions@northgate.herts.sch.uk">admissions@northgate.herts.sch.uk</a> . Please check your junk folder if you have not received an email).
Monday 22 <sup>th</sup> April 2024	Deadline for parents to accept places

**An offer of a Nursery place does not guarantee an offer of a Reception place.** The process of applying for a school reception place happens one year later and is administered by Hertfordshire County Council.

The following Nursery sessions are available:

- Morning 08:35 -11:35am
- Afternoon 12:20 - 3:20pm

**All** children will attend a minimum of 5 mornings or 5 afternoon sessions per week.

The following additional sessions are also available on a paid basis. Parents eligible for 30 hour funding can use this entitlement towards the cost of paid provision **strictly subject to the applicant's guarantee that the full 30 hours of Free Childcare Funding will be directed to this school.**

### **Additional paid provision available:**

For parents eligible for 30 hours funding our standard provision will be 8:35 – 3:20 (Monday to Thursday) and 8:35 – 11:35 (Friday). The lunch and afternoon session on Friday will also be available on a paid basis (additional paid 3 hours 45 minutes per week)

For all other families entitled to 15 hours provision additional paid hours are available from 11:35 – 3:20pm daily (additional 18 hours 45 minutes per week)

As a school Nursery offering a structured Early Years curriculum rather than childcare provision we are only able to offer 15 hour, 30 hour funded or full time provision.

The offer of a Nursery place will **ONLY** be for 38 weeks a year (term time only).

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may be subject to change.

## **HOW PLACES ARE OFFERED**

Children who have an Education Health and Care Plan (EHCP) which names Northgate Primary School, Cricketfield Lane, Bishop's Stortford will be admitted to the Nursery class.

In the event of there being more applications than available places, or preferences for morning or afternoon sessions, the following oversubscription criteria will be applied by the governors, in order;

## **OVERSUBSCRIPTION CRITERIA**

<b>Category 1 (CLA)</b>	Children in Public Care (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 a special guardianship order
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<b>Category 2</b> (Siblings)	Children who will have a sibling in the school up to Year 5 <b>at the time of application.</b> (See definition of sibling in note d.)
<b>Category 3</b> (Children of staff)	Children whose parent is a permanent member of the teaching staff (See Note f).
<b>Category 4</b> (Distance)	Children who live nearest to the school. (See note g).

#### **GUIDANCE NOTES FOR PARENTS**

- a) The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
- b) An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- c) In respect of 'Children Looked After', Home address and 'sibling' the governors use the same definitions as HCC (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d) A sibling means the sister/brother, half-brother/sister, adopted brother/sister, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.
- e) Every effort will be made to accommodate twins and other 'multiple birth' applications.
- f) Children of teaching staff (QTS) will be considered in the following circumstances:
  - i. where the member of teaching staff has parental responsibility for the child and has been employed by the school for two or more years at the time at which the application for the admission to the school is made, or
  - ii. the member of teaching staff is recruited to fill a vacant teaching post for which there is a demonstrable shortage.
- g) Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be distance from the school.
- h) Should two applicants have the same home-school distance a random allocation will be made.

#### **CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS**

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the school if they wish their child's name to be removed from the waiting list.