



# **Sandridge Primary School**

## **Admissions (Nursery) Policy**

The policy was ratified by the Governing Body on 14<sup>th</sup> September 2020.


This policy will be reviewed, in full, by the Governing Body on an annual basis.

It is due for review in September 2021.

Signature 

Date 14<sup>th</sup> Sept 2020

Headteacher

Signature   
Chair of Governors

Date 14<sup>th</sup> Sept 2020

### How many Nursery places are there?

We have 26 Nursery places.

### Nursery sessions

At Sandridge we offer each child an entitlement of 15 hours of high quality Nursery provision.

We appreciate that children and families have different needs. We have, therefore devised the following options for you to choose from:

**Option 1:** 5 morning Nursery sessions (8:45-11:45a.m)

*Lunch Club available 11:45a.m – 12:45p.m at a cost of £5.00 per day*

**Option 2:** Beginning of the week – all day Monday / Tuesday and Wednesday morning\*

**Option 3:** End of the week – Wednesday afternoon and all day Thursday / Friday\*

**Option 4:** 30 hours\*\*

\*involves a cost of £5.00 per day to cover Lunch Club on the full days as this is above the 15 hour free entitlement

\*\*involves a cost of £2.50 per day to cover the cost of the last session of the day (30 mins) as this is above the 30 hour free entitlement (in this option, lunch club is included in the entitlement).

Additional sessions may be available once numbers have been confirmed at a cost of £5 per hour (or payable with 30 hour free childcare funding).

### When can my child start Nursery?

Admission to our Nursery class is usually at the start of the academic year in which your child has their 4<sup>th</sup> birthday.

They may start in the term after their 3<sup>rd</sup> birthday (by arrangement).

### When may we visit?

Please see Appendix A for visit dates and a timeline of the application process.

### How do I apply?

Parents will need to complete an application form for Sandridge School (see Appendix B) and email it to the office – [admin@sandridge.herts.sch.uk](mailto:admin@sandridge.herts.sch.uk) – for the attention of Mrs J.McCallum.

The closing date for applications is Thursday 11<sup>th</sup> February 2021.

**Please note:** gaining a Nursery place is no guarantee of a main school place. There is a **separate application procedure** for our Reception class.

### Am I likely to be offered a place?

If any option is oversubscribed, places will be allocated using the following admission criteria:

If there is oversubscription for 15 hour places we will continue to implement the following admission criteria:

- Looked After Child
- Medical or Social need
- Social need (as requested by a health visitor or social worker)
- Parents/Carers who work at Sandridge School
- Sibling link
- Distance to the school
- Parental preference / work arrangements
- Age (if the need arises priority will be given to the older child)

In addition, we will offer 30 hour places until all places are filled. You can check the following website to see whether you are eligible for 30 hour free childcare:

<https://www.gov.uk/childcare-calculator> - you will have to confirm your eligibility to us every three months via an 11-digit code.

If there is an oversubscription for 30 hour free childcare places we will implement the following admission criteria which is based on the Herts Admission criteria:

- Looked After Child
- Medical or Social need
- Parents / Carers who work at Sandridge School
- Sibling link
- Distance to the school
- Age (if the need arises priority will be given to the older child)

APPENDIX A – Timeline

This applies to children born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

When can I visit the school?

***It is our intention to do actual tours of our school. However, this is subject to change depending on the Covid-19 pandemic and Government guidance nearer the time. If we are unable to have parents and carers visit the school, our plan is to do a virtual tour with accompanying information (which will be on the school website) and publicise this at the start of January 2021.***

However, hopefully, you will be able to visit our school on the following mornings:

Wednesday 13<sup>th</sup> January 2021 – 9:30a.m

Tuesday 19<sup>th</sup> January 2021 – 9:30a.m

Thursday 28<sup>th</sup> January 2021 – 9:30a.m

Monday 1<sup>st</sup> February 2021 – 9:30a.m

Tuesday 9<sup>th</sup> February 2021 – 9:30a.m

Please call the School Office on 01727 850576 to book an appointment.

Timeline for Nursery Admissions 2021

Thursday 5<sup>th</sup> November 2020: Applications for September 2021 Nursery places open

Thursday 11<sup>th</sup> February 2021: Applications for September 2021 Nursery places close

Friday 12<sup>th</sup> March 2021: Schools will write to parents offering a place

Friday 26<sup>th</sup> March 2021: Parents must accept or decline a place by this date

Appendix B – Application Form

**EARLY YEARS APPLICATION FORM: SANDRIDGE SCHOOL 2021**

|  |   |   |   |   |
|--|---|---|---|---|
| <b>Desired option</b><br><i>Circle as required</i> | 1 | 2 | 3 | 4 |
|--|---|---|---|---|

| PLEASE USE BLOCK CAPITALS   |                         |   |                |
|---|-------------------------|---|----------------|
| <b>Child details</b>  |                         |   |                |
| <b>First name:</b>  |                         |   |                |
| <b>Middle name:</b>   |                         |   |                |
| <b>Family name:</b>   |                         |   |                |
| <b>Date of Birth:</b>   | /                       | / | <b>Gender:</b> |
| <b>NHS number:</b>  | _ _ _ / _ _ _ / _ _ _ _ |   |                |
| <b>Your relationship to the child:</b> (e.g. mother/father/carer/ stepmother/father/ social worker)   |                         |   |                |
| <b>Your child's permanent address (at time of application)</b>  |                         |   |                |
| <b>Address:</b>   |                         |   |                |
| <b>Special Educational Needs</b><br><i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?</i>  |                         |   | <b>Yes/No</b>  |
| <b>At risk</b><br><i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i> |                         |   | <b>Yes/No</b>  |
| <b>Children in Public Care</b> <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?</i>                                    |                         |   | <b>Yes/No</b>  |
| <b>Medical or Social reasons</b><br><i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>  |                         |   | <b>Yes/No</b>  |
| <b>If you have a sibling at this school, enter their name and date of birth:</b>  |                         |   |                |
| <b>Early years setting child attends or has attended (if applicable)</b>  |                         |   |                |
| If you have any other requirements please enter here:   |                         |   |                |

## Admissions (Nursery)

|   |   |                               |  |
|---|---|-------------------------------|--|
|   |   |                               |  |
| <b>Parent/carer 1 details</b>   |   | <b>Parent/carer 2 details</b> |  |
| <b>Title:</b>   |   |                               |  |
| <b>Forename:</b>  |   |                               |  |
| <b>Surname:</b>   |   |                               |  |
| <b>DOB:</b>   |   |                               |  |
| <b>National Insurance Number:</b>   |   |                               |  |
| <b>National Asylum Support Service (NASS) Number (if applicable):</b>           |   |                               |  |
| <b>Address:</b>   |   |                               |  |
|   |   |                               |  |
| <b>Email address:</b>   |   |                               |  |
| <b>Telephone numbers</b>  |   |                               |  |
| <b>Daytime:</b>   |   | <b>Mobile:</b>                |  |
| <b>I confirm that the details above are correct to the best of my knowledge</b> |   |                               |  |
| <b>Signature of parent/carer:</b>   |   |                               |  |
| <b>OFFICE USE ONLY:</b>   | <b>Date Received:</b>                                     |                               |  |
|   | <b>Childcare code (if relevant) &amp; date evidenced:</b> |                               |  |

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Sandridge School using this information to consider my application for a Nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the Nursery class.

I understand that, if offered a place in the Nursery class, I will have to apply separately for a place in Reception.

Signature of parent/carer: ..... Date: .....

Thank you for completing this information. Please return to the school office by 11/02/2021

### **Notes to parent**

#### **How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing for Sandridge School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a Nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 2018. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

#### **Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.