

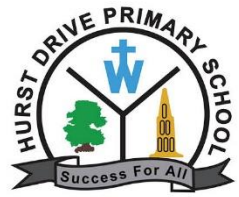


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Greenfield Nursery Admissions Policy

**Person/s Responsible: Mireilli Forrest, Executive Headteacher
Hayley Nicolas, Deputy Headteacher
Policy Reviewed: February 2023
Policy Next Review: February 2024**

Rationale

This policy outlines our criteria for admissions to Greenfield Nursery and Pre-School. We aim to provide a fair and transparent admissions system.

Greenfield Nursery and Pre-School offers high quality early years education for families in the local community. We work to a sessional allocation in line with ratios outlined in the Early Years Statutory Framework. We provide educational provision Monday to Friday, 38 weeks per year (term time only). We accept admissions across the year, spaces permitting.

Application forms for the Nursery school and Pre-School are electronic and can be found here:

Pre-School- <https://form.jotformeu.com/90063093858361>

Nursery and 30hr Provision- <https://form.jotformeu.com/90062884129359>

Parents/carers who require support to complete the form online can contact the admin team on 01992 760 779 (option 2) or email admin@greenfield.herts.sch.uk

Timetable

Parents and carers can contact the Nursery and Pre School at any time to book a visit and make enquiries about their needs. An admissions waiting list is kept of all interested families.

We offer a single intake in September for both the Nursery and Pre-School. Parents can make applications from the first working day of the Spring term. A time frame for application dates and allocations will be published on the school website under admissions.

Families considering making an application to Greenfield Nursery and Pre- School for September will be invited to an open evening in the Spring term.

Subject to availability, spaces may be available for an additional intake in the Spring term. In this instance, parents/carers will need to contact the office directly to check availability before making an application.

Admissions to Greenfield Nursery School (Pioneers)

Information

Hertfordshire County Council has a duty to provide access to 15 hours of free early education for all three- and four-year-olds, who wish to take up their entitlement. This is available from the term after their third birthday.

Greenfield Nursery School offers a single intake in September, enabling children to take up their Nursery place in the September following their third birthday.

A child can access their 15-hour early education entitlement by attending five consecutive three- hour daily sessions Monday to Friday. Information on our session times can be found on our website. We reserve the right to change this offer. Always check for current availability.

Parent/carers will be asked for their preference for morning or afternoon sessions, but there is no guarantee that this can be honoured. Confirmation of the place will be sent via email.

Subject to places being available, we may offer an additional intake in January, enabling children to take up their nursery place in the January following their third birthday. Please contact the school office directly for availability before making an application.

If you require provision that differs to our current offer (e.g. childcare over 2 full days) please contact the office in the first instance to talk about your childcare needs.

30 hours free childcare

The 30 hours free childcare is an offer available for working parents of three- and four-year-old children. This provides an additional 15 hours per week entitlement in addition to a child's existing 15-hour free education place. The entitlement of 30 hours free childcare is offered at Greenfield Nursery School term time only, 38 weeks of the year.

Greenfield Nursery School offers 30 hours childcare Monday to Thursday 8.40am-3.25pm and Friday 8.40am-12.30pm. Parents/carers who wish to attend Friday afternoon will be charged for this additional session (please visit our website for information on session fees).

Applications for 30-hour childcare follow the same timetable and procedures as those applying for 15 hour funded education. Please state on the application for you are applying for our 30-hour offer.

To check your eligibility please visit www.childcarechoices.gov.uk or visit www.hertfordshire.gov.uk/parents

Where a family is no longer eligible, the extended hours will be withdrawn.

Criteria for admissions

Parents/carers must apply direct to the Nursery School for a place. As a maintained nursery school, we follow the Hertfordshire County Council admissions arrangements and guidance. However, we give preference to children attending Greenfield Pre-School.

Should the Nursery be oversubscribed the following criteria will be followed for all the applications received by the closing date:

Priority 1: EHC section 324 of the Education Act 1996 requires the governing bodies of all Maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

Priority 2: 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).

Priority 3: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Priority 4: Medical or Social needs children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Priority 5: Sibling Children who have a sibling on roll of the school at the time of application.

Priority 6: Attends Greenfield Pre-School at the time of the nursery application.

Priority 7: 30 Hour Children who are applying for 30 hours.

Priority 8: Children of staff currently employed by Greenfield Nursery or Pre School

Priority 9: Any other children, in order of date of application

Evidence will be required if applying under Priority 1-4.

The priorities are applied in the order they are stated. If more children qualify under a particular priority than there are places available, then the next rule will be applied.

If more children qualify under a particular rule than there are spaces available a tiebreak will be used by applying the next rule for those children and priority will be given in order of receipt of application.

If there are fewer application than places available all applicants will be admitted. `

Allocation of Nursery School places

Sessions are allocated on a first come first serve basis.

Allocation of places will be decided by the Deputy Headteacher and School Administrator. Priority is given to those who are taking up their full entitlement of funded hours.

Guidance for parents/carers of summer born children in Nursery

Primary schools are required to offer a place in a reception class the September following the child's fourth birthday. However, legally a child does not have to start primary school until the start of the term following their fifth birthday.

The government has amended the school Admissions Code to allow summer born children to be admitted to the reception class at age of five if this is the parent's choice. Summer born children are those born between 1st April and 31st August.

Parents/Carers of summer born children who decide to defer their child's entry to a reception class and stay in nursery will continue to receive up to 15 hours of free early education.

We would strongly recommend that any parent who is considering this option discuss with us first so that we can ensure the best needs of your child are met.

It is up to parents/carers to inform their Local Authority once the decision has been made to defer entry to primary school.

Admissions to Greenfield Pre-School (Explorers)

Information

Greenfield Pre-School is our early education provision for children aged two. The admissions arrangements for this provision are different and do not use the admission rules, as printed above.

Greenfield Pre- School offers a single intake in September, enabling children to take up a Pre-School place in the September following their 2nd birthday. Subject to places being available, we may offer an additional intake in the spring term. Please contact the school office directly for availability before making an application.

15 hours funded childcare

We offer places to families in receipt of “2-year-old free funded childcare”. This entitles families in receipt of certain benefits to 15 hours of funded early education from the term after their second birthday. From 1st April 2024, this entitlement extends to working families that meet the criteria set out by the government. Eligibility criteria and applications for both can be made at [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#). It is up to parents/carers to apply for funding and inform the Pre-School of their eligibility at the time of application.

Paid provision

Parents/carers not in receipt of a government funding place can pay to send their children to our Pre-School for a minimum of three sessions per week. Information regarding fees and session times are available on our website. Families requiring lunch time provision may incur additional charges.

Admission to Pre-School, whether it is a funded or fee-paying place, is subject to availability and subject to agreement of our ‘Terms and Conditions’.

Allocation of Pre-School places

1. Children will be offered places according to the date their application form was received and/or when they become eligible.
2. Allocation of Pre School places are made by the Pre-School Lead and the School Administrator
3. Priority will be given to maximise occupancy. E.g. if 5 sessions are available, priority will be given to a child requiring 5 sessions over a child only requiring 3.
4. When a place becomes available parents/carers will be contacted by phone or email to discuss availability and parent’s needs.
5. Formal confirmation of the place is sent via email.
6. Parents/carers are required to provide their National Insurance details and their child’s birth certificate and NHS number before their child’s start date.
7. Parents/carers will be asked to complete a fees agreement which states terms and conditions for payment of fees etc. Once a place is agreed parents are required to give one month’s notice to leave and will be expected to pay in full for that notice period.

Breakfast Club

Greenfield Breakfast Club operates as an additional chargeable service for parents/carers who need this provision to work, or if it is deemed that their child will benefit to attend. It is only available for children who attend Greenfield Nursery or Pre-School. The breakfast club is open daily from 8am-8.40am. Places are subject to availability and are allocated on a first come first serve basis. The Breakfast Club cannot be included in the 15-hour free childcare offer for two-, three- and four- year- olds or 30-hour offer for three and four- year- olds. Further information can be found in our Charges and Remissions Policy. We reserve the right to withdraw the offer of Breakfast Club at any time.

Lunch Club

Greenfield Lunch Club operates as an additional chargeable service for parents/carers who require additional childcare between 11.30am and 12.30pm. It is only available for children who attend Greenfield Nursery and Pre-School. Places are subject to availability and priority will be given to children who attend full days. Further information can be found in Charges and Remissions policy.

Lunch Club provision is automatically included in our 30-hour offer. Families in receipt of 30 hours free childcare will not incur additional charges for lunchtime care.

Waiting list

Where a parent/carer makes an enquiry to the school and there are no places available, the details will be held on a waiting list. The waiting list is managed in accordance with the admissions criteria above. We cannot guarantee that places will become available.

When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within 10 working days, the next person on the waiting list will be contacted and offered the available place

Parents and carers can withdraw their name from the waiting list at any time.

Right to appeal

As nursery and preschool provision is non-statutory, our decision will be final and there is no formal right of appeal.

Data Security

We take our data security responsibilities very seriously. Application forms for successful applicants will be stored in hard copy in the Nursery office. Applications from unsuccessful applicants who request to be added to a waiting list will be kept in the Nursery office for a maximum of 12 months, or until a place becomes available. Application forms will be disposed of securely if no place becomes available, or if the parent/carer withdraws their name from the waiting list.

The Governing body of the Greenfield and Hurst Drive Federation will review admission arrangements annually and consultation takes place on changes with all other admission authorities.