



ADMISSIONS POLICY (November 2017)

York Road Nursery School will operate their main single intake, enabling children to take up their nursery place in the September following their third birthday. We also have a flexible admissions process and are able to take children the term after their 3rd Birthday if there is space. This will be offered as an afternoon space for 5 afternoons a week from 12.30-3.30pm. If a morning space becomes available on the following term then you will be notified. Mid term admissions are avoided and most children will be invited to start at the beginning of a new term. Parents and Carers are advised to contact the school via phone – 01462 459127 or email – admin@yorkroad.herts.sch.uk , if they wish to see if a space is available mid-year.

Parents are able to apply through the admissions system facilitated by the Hitchin Partnership, by downloading an application form which will be available on our Website from Monday 5th February 2018

After the application deadline the on-line application system enables the school to offer places.

Children with an Education and Health Care Plan which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

If the school is over-subscribed, places will be allocated according the Local Authority criteria:

1. Children in Public Care (Children Looked After)
2. A child “at risk” (or the sibling of a child “at risk”) who is the subject of an inter-agency child protection plan and who has been placed on the Child Protection Register.
3. Other applicants in line with the following priorities:
 - a) Children who have a particular medical or social need to go to the school
 - b) Children who have a sibling at the school (at time of entry)
 - c) Any other children

Proof of documentation to support any of the criteria above will be required.

Tiebreak – Distances:

Most places will be allocated in accordance with home-school distance.

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. If more children qualify under criterion 3 than there are places available, priority will be given to those living nearest the nursery as measured with Google Maps. Where there is a need for a tiebreaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore deemed closer. If there are two identical addresses of separate applicants, the tie break will be random.



Distance Measurement:

All distances will be by Google Maps from the postal address point of each individual house to the address point of the school.

Useful Information :

1. There are currently 130 part-time places funded fully by Hertfordshire County Council. Children are admitted to either morning or afternoon sessions. The school offers 15 hours a week, 3 hours each day. Funded hours are not shared with other settings. Children do not transfer from one session to another, as changes are un-settling.
2. Hitchin Partnership provides an online system for nursery admissions. During the proceeding Feb/March that the child is due to start Nursery, parents receive information from County explaining the system to apply for a nursery place. Parents receive the information if their child is registered with a Doctor.
3. Parents complete the form on the internet by downloading it from the school website – www.yorkroad.herts.sch.uk. The form is then required to be completed in full before it can be processed. Please note that any uncompleted parts of the form will result in the application not being processed and this may delay or prevent your child from being offered a place.

Where a Nursery is over-subscribed County admissions criteria are implemented. (see current information on the admissions site)

4. If parents express a wish for a particular session or class they are asked to write to the school or email the school office when they make an application clearly expressing their reasons. If an email is sent, it is advised that Parents call the school office to check the email has been received. You are welcome to attach copies of relevant documents which support your request to your application letter.
5. Written letters/e-mail have the highest priority when the school considers placements. Such requests need to be received by the cut-off date for accepting a place in the Nursery School. If the requests exceed availability then the Admissions Committee, which include the Headteacher, School Secretary, and an appointed Governor Representative will allocate according to identified level of need from the information available following set criteria. It is not always possible to meet everyone's requests but be assured that your child will have a quality of experience whichever session they attend. Any letters or emails received after the deadline date may be considered if any spaces become available.
6. The majority of children are admitted for the full academic year starting in September and leaving in July. (see point 10 for summer born children) (see point 11 for flexible admissions).
7. Places are offered approximately halfway through the term preceding the child's admission; parents are responsible for accepting or declining the place offered.
8. Parents and children are invited to visit together at the beginning of September visit sessions. They will spend time meeting the staff and exploring the nursery. During the session Parents and Carers will also



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HERTFORDSHIRE COUNTY COUNCIL

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attend a Parent and Carer meeting with the Headteacher. After the visit sessions the parents are free to go or stay depending on the needs of their child.

9. Parents and Carers are welcome in the Nursery at any time and are encouraged to stay if the child needs support. This approach helps the child to settle quickly and happily into the school routine.
10. Summer born children (born after the 1st April) are able to stay in Nursery for one more academic year. Parents are required to request a place for a second year by the end of the spring term in their child's first year. This request should take place in the form of a written letter or an email.
11. We have a flexible admissions process and are able to take children the term after their 3rd Birthday if there is space. This will be offered as an afternoon space for 5 afternoons a week from 12.30-3.30pm. If a morning space becomes available on the following term then you will be notified. Mid-term admissions are avoided and most children will be invited to start at the beginning of a new term. Parents and Carers are advised to contact the school via phone or email if they wish to see if a space is available mid-year.
12. Identification of your child will be required to be shown to the school office on admission to the school.

Thirty Hour Provision:

For those parents who may be entitled to 30 hours childcare provision, you will be expected to do an online eligibility check using the HMRC Tool Kit provided. If you qualify you will receive a voucher code which you will need to give to the school once your child's Nursery place has been finalised. It will be parental responsibility to update your personal circumstances and inform the school of any changes.

For those parents who are eligible for their child to receive 30 hours childcare provision, this will be arranged so that your child attends York Road Nursery School for 15 hours a week and then the additional 15 hours will be within the school setting and in partnership with Yorkies Daycare. The hours available for the 30 hours childcare provision will be Monday- Friday 9.00-3.00 term time only.