

ADMISSIONS POLICY (October 2018)

York Road Nursery School will operate a 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 subject to availability. 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 telephone 01462 459127 or email admissions@yorkroad.herts.sch.uk, if they wish to see if a space is available mid-year.

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 to the following 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 a 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 child who has started in either the January or April for a 4 or 5 term nursery school place will be held a space for the coming September (a 'Continuation from' will need to be completed)
 - d) Any child who is classed as 'Summer born' and whose parents wish them to stay for a 2nd academic year (see Hertfordshire admissions guidance on summer born children)
 - e) 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. York Road Nursery does not offer part week sessions. Funded hours are not shared with other settings.

Children do not usually transfer from one session to another, as changes are un-settling.

2. Parents complete the online application from the school website – www.yorkroad.herts.sch.uk. The form is 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. You will receive an automated response to acknowledge your application has been received.
3. 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. You are welcome to attach copies of relevant documents which support your request to your application letter.
4. Written letters / e-mail have the highest priority when the school considers a preference for 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 Office Manager and an appointed Governor Representative from the Admissions Committee 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.

5. The majority of children are admitted for the full academic year starting in September and leaving in July. (see point 9 for summer born children) (see point 10 for flexible admissions).
6. Places are offered during the the term preceding the child's admission; parents are responsible for accepting or declining the place offered within the given timeline.
7. Parents and children are invited to visit together at the beginning of the terms visit sessions. They will spend time meeting the staff and exploring the nursery. During the session Parents and Carers will also attend a Parent and Carer meeting with the Headteacher. The days following the visit sessions parents are free to go or stay depending on the needs of their child.
8. 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.
9. 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 by completing the school's Continuation form.
10. We have a flexible admissions process and are able to take children the term after their 3rd Birthday subject to availability. 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 admissions@yorkroad.herts.sch.uk if they wish to see if a space is available mid-year.
11. 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. 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 maybe 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.