

York Road Nursery School



Admissions Policy 2025

Statutory/Good Practice	Statutory
Based on Model Policy from	York Road Nursery & HCC
Review Frequency	Annually
Approval by	Governing Body
Ratified by	FGB 24/6/25
Revision Due	May 2026



Nursery Admissions

York Road Nursery School is a maintained Nursery School and manages its own admissions procedure.

There are currently 116 places funded by Hertfordshire County Council. Children are admitted to morning sessions only. The Nursery offers 15 hours a week, 3 hours each day. We do not offer part week sessions.

All 2, 3 and 4 year olds are entitled to 15 hours' free early education, from the term after they turn 2 or 3 respectively. Places are offered at York Road Nursery School on the condition that the 15 hours should be accessed solely at York Road Nursery School.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-3-to-4-year-olds>

Some 3 and 4 year olds are entitled to 30 hours free early education, we accept children with the 30 hours code. Places are offered on the condition that the 30 hours should be accessed solely at York Road Nursery School.

Eligibility criteria can be found at:

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

York Road Nursery School operates a single intake to the nursery in September meaning children take up their nursery place in the September following their third birthday. However, if the Nursery is undersubscribed in the autumn term, we may consider admitting children in January or April in the term after their third birthday. Parents and Carers are advised to contact the Nursery via telephone – 01462 459127 or by email - admissions@yorkroad.herts.sch.uk, if they wish to see if a space is available mid-year.

Criteria for Admissions to York Road Nursery

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', (born after March 31st) and whose parents wish them to stay for a 2nd academic year at York Road Nursery. This will only apply to children that already attend York Road Nursery (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

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.

Application Process

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.

The majority of children are admitted for the full academic year starting in September and leaving in July.

Places are offered during the term preceding the child's admission; parents are responsible for accepting or declining the place offered within the given timeline, as found on the Nursery website.

Identification of your child, passport or birth certificate, will be required to be shown to the school office on admission to the school.

Timeline for Applications

The current timeline for applications can be found on the Nursery website www.yorkroad.herts.sch.uk

Applications received after the deadline for online applications, will only be considered if places are available when the online process has closed.

Continuing Interest

In the event of the school being oversubscribed, a continuing interest (CI) list will be maintained by the school. If a place becomes available during the school year, allocation will be made by applying the admissions criteria.

Thirty Hour Provision

Some 3 and 4 year olds can get an extra 15 hours childcare: this is known as “30 hours free childcare”. This will be expanded to some 2 years olds as of September 2025.

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.

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code to the Nursery in order to be considered for a 30 hours place. Eligibility is reviewed termly and should a child fall out of eligibility during any term, fees will become payable. However, you will be given a “terms grace” if you fall out of eligibility within a term.

If there is request for a reduction in hours, the school reserves the right to review its offer and to re-apply the application rules alongside other children on the waiting list to determine whether the 30 hours place can continue to be offered.

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 (for children aged 3 and above). All 2 year old children with a 30 hours code will attend York Road only. The hours available for the 30 hours childcare provision will be Monday to Thursday - 9.00am to 3.30pm and Friday – 9.00am to 1.00pm, term time only.

Priority for spaces will be given to children accessing 30 hours funding and/or a 3 or 4 year old child accessing Yorkies wraparound space.

Additional Hours (fee paying 3 to 4 year olds)

Further hours in addition to the 15 hours' free early years' education are available for families who are not eligible for the funded 30 hours free childcare on a fee-paying basis. This care is provided in the Nursery School setting by Yorkies Daycare, in accordance with its admissions criteria and terms and conditions. Yorkies Daycare is a charity run by a separate committee and is not part of York Road Nursery School.

Places are subject to availability and offered in such a way as to support the financial viability of York Road Nursery and Yorkies Daycare and the number of hours/sessions may be considered when allocating places.

Holiday care and wrap around hours (between 8.00am and 6pm) are also available through Yorkies Daycare.

Late Collection Fee

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then ratios may be exceeded, and staff may have to stay on beyond the end of their shift. When this occurs we will pass this cost on to the parents at £10.00 up to first 10 minutes and then £5.00 each subsequent five-minute period.

Roles and Responsibilities

All staff are expected to follow this policy when advising prospective parents and admitting children to York Road Nursery School.

The Headteacher will ensure that

- Children are admitted in accordance with this policy

- The school application/registration forms are compliant with the GDPR (Data Protection)
- There is good communication between the Nursery School and Day Care settings

The Governing Body of York Road Nursery School will ensure that

- The admission arrangements are reviewed annually, and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents