

Four Swannes Primary School and Nursery

Nursery Admissions Policy

From this year applications for our nursery class will be accepted anytime during the year after a child's 2nd Birthday. The closing date for applications for children to start Nursery in September 2023 will be on Friday the 01st April.

In line with other local providers, our school will aim to offer places by 29th April and parents will have 2 weeks to either accept or reject the place.

Our Nursery operates a single intake admissions system admitting children into our Nursey in September. However, if there are spaces after the September cohort allocation has been made, we will consider taking children as and when they meet the age criteria.

We offer the statutory 15 hours free early education (FEE) which is split over five morning sessions. Parents must take up the full 15 hours free provision at our school and cannot split this between us and another setting.

Our morning sessions are from 8.45am to 11.45am.

All children starting in our nursery will receive a home visit from our nursery staff; they will also be invited to attend a play session prior to their start date. We stagger the start dates for new entrants to the nursery over the first couple of weeks of the term in order to help children settle and enable staff to get to know them.

Oversubscription Criteria

If we receive more applications than places available for our Nursery, we will apply the following rules when allocating places:

1 . Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

The school will also consider any child with an Education, Health and Care (EHC) Plan that names the school.

1. Children looked after and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an interagency child protection plan.
3. Other applicants where the following criteria are considered to determine priorities:
4. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
5. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
6. Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure the same distance from a 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 closer. If there are two identical addresses of separate applicants, the tie break will be random.

The same definitions apply as outlined in the explanatory notes in the county council's schemes of coordination.

Distance Measurement

All distances will be by a straight-line measurement from the address point of each individual house to the address point of the school (address point data taken from

AddressBase Premium dataset).

Please note:

For rules a, b and c (Part 1) you will need to provide written professional confirmation of the child/family circumstances. This should be sent directly to

Four Swannes Primary School, King Edward Road, Waltham Cross. Herts EN8 7HH addressed to the Head Teacher and marked 'Confidential'.

For example:

* A statement of special educational needs naming the school
* A letter/document from the relevant social worker confirming 'looked after' status or child protection issues.
* A letter/document from doctor/health visitor/consultant etc confirming a child's social or medical needs.

N.B. Early application is advised if applying under rules a, b and c (Part 1) to allow enough time for information to be collected and sent to school before the date the applications close.

Continuing Interest' List

If a child is not allocated a place in our nursery by 27th April then they will remain on our 'Continuing Interest' list. When a place becomes available it will be offered to the next child on this list in accordance with the above criteria.