

St Peter's Church of England Voluntary Aided Primary School

THE DIOCESE OF ST ALBANS



St Peter's Church of England VA Primary School

*Title: Nursery Admissions Policy
September 2024/2025*

Committee Responsible CCSS



ST PETER'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL
ADMISSIONS POLICY YEAR OF ENTRY 2024
Nursery

INTRODUCTION.

St Peter's School is a Voluntary Aided Church of England School within the Diocese of St Albans. The governing body of the school is the admission authority. This year's maximum admissions number is 30.

Hertfordshire schools are now responsible for their own Nursery admissions. Parents will apply direct to the school of their choice. All parents are eligible for 15 hours free Early Years education.

NURSERY ADMISSION TIMELINE

When to apply – Monday 29th January 2024

Deadline for applications – Friday 1st March 2024

Offers made – Monday 11th March 2024

Deadline for parents to accept place – Friday 22nd March 2024

Parents/Carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. Please contact the school office to make an appointment to view the school.

The school provides for the admission of all successful applicants who have reached their 3rd birthday according to the dates and cut offs listed below. **We will take children across the year if we have space.** Three year olds will be able to start a free 15 hour nursery place in September, January or April following their third birthday. Some may also qualify for an additional 15 hours (30 hour total) according to government criteria. There is a calculator and link to apply if you qualify at:

<https://www.gov.uk/childcare-calculator>

Your child's 3rd birthday must be before:

31 March will be eligible for free nursery education from the Summer Term (April)

31 August will be eligible for free nursery education from the Autumn Term (September)

31 December will be eligible for free nursery education from the Spring term (January)

HOW PLACES ARE OFFERED.

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- 1) *Children in public care (children looked after and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order).*
- 2) *On exceptional social or medical grounds of the child.*
- 3) *Children who have a sibling with a place in the school from Reception through to year 5 on the closing date for applications.*
- 4) *Children of a parent who is a regular worshipper in the Church of England at one of the three churches of the Parish of Mill End and Heronsgate with West Hyde attending at least once a month for a period of 2 years by the date the admission process opens. In cases where parents have recently moved to the Parish, the two-year period can include a former parish. The churches are St Peters of Mill End, St Thomas' of West Hyde and St John's of Heronsgate and West Hyde. Proof of attendance must be supplied with supplementary form.*
- 5) *Children of teachers/support staff employed by the school.*
- 6) *Children residing with a parent who lives within the Parish boundary drawn on the plan available at www.achurchnearyou.com. For a paper copy, please contact the School office on 01923 773240.*

Priority is given in the school's oversubscription to children of teaching/support staff in either both of the following circumstances:

The member of teaching/support staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/ or the member of teaching/support staff is recruited to fill a vacant post which there is a demonstrable skills shortage.

- 7) *Any other applicant*

Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Tie break which has the same home-school distance but are not resident in flats will be chosen at random.

Twins and multiple births

Every effort will be made to accommodate twins and other multiple birth applications. Where the 30th child admitted to the class is a twin or multiple births then the other twin will also be admitted as an exception to the infant class size rule.

DEFINITIONS

Category 1 “Children in public care (Children looked after).”

A “child looked after” is a child who is

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

Children, who are of compulsory school age, 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 are eligible to be considered under this criteria.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under this criteria.

Children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritized under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

Child arrangements order

Under the provision of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders which settle the arrangements to be made as to the person with whom the child is to live with.

Special guardianship order

Under 14A of the Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children previously looked after abroad and subsequently will be prioritized under rule 1 if the child's previously looks status and adoption is confirmed by Hertfordshire "Virtual School". The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017.

1. To have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately and to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

(a) A public authority

(b) A religious organization, or

(c) Any other organization the sole or main purpose of which is to benefit society.

Category 2 "On very exceptional social or medical grounds"

"Very exceptional" social or medical grounds refers to cases where there are **exceptional** reasons which make it **essential** that a child should attend St Peter's School and where it is the **only** school locally that could meet the child's needs. Governors will consider the following:

- Specific professional evidence (eg from a consultant doctor or senior social worker) that justifies why only St Peter's School can meet the child's needs or which explains the exceptional family circumstances which clearly show that only St Peter's School can meet the child's needs.
- Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.
- Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Evidence should make clear why only one school is appropriate. A rule 2 application will generally not be held in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific and compelling case can be made for the "nearest" school with these facilities is essential.

Applications under rule 2 can only be considered when supported by a recent letter from a professional involved with the child of family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet social/medical needs of the child.

Applications for children who were not "looked after" immediately before being adopted or made

the subject of a child arrangement order or special guardianship order may be under this rule.

Category 3 “Sibling”

A sibling must be on the roll of the named school at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

**A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Category 4, “Regular worship”

Evidence in the form of a letter from priest or minister verifying that the required level of attendance has been met must be provided.

The governors define a ‘Christian’ Church to be one which is a member of Churches together in England or the Evangelical Alliance.

Category 5 “Children of teaching staff at the school”

Priority is given in the school’s oversubscription to children of teaching staff in either both of the following circumstances.

- a) where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/ or
- b) The member of teaching staff is recruited to fill a vacant post which there is a demonstrable skill shortage.

“Staff Definition” are full time/part time teaching staff. Non-teaching staff are support staff including clerical staff, full and part time.

“children”, the child has to be the child of a member of staff and lived with the member of staff for a period of two years.

Category 6 “Home Address”.

The address provided must be the child’s current permanent address at the time of application.

‘At the time of application’ means the closing date for applications. “Permanent” means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Children of UK service personnel and crown servants, the home address is at which the child will live when applying their oversubscription, as long as the parent/carer provides some evidence of their intended address.

A unit or quartering address as the child's home address when considering the application where a parent/carer requests this.

Category 7. Any other applicant.

Summer born children of Reception Age

If your child is of reception age but you would like them to start in our nursery, please read the process as outlined in our Reception admissions policy

Afternoon Admissions/30 hour funded places

The school is able to offer this as well as some self funded places. Priority for those places is as follows:

1. Children whose parent/s qualify for the government funded additional hours **and** who take up a place **every** afternoon.
2. Children whose parent/s don't qualify and self fund but would commit to **every** afternoon.
3. Children whose parents want some afternoons but not all (they would have to be the same afternoons)

The school is able to offer additional afternoon sessions, booked and paid for via the school app. The school offers a lunch session 11.45am – 1.00pm, booked and paid for via the school app.

In the event of oversubscription in any category, the school admission criteria would apply. All self funded places are for a minimum of a term, paid in advance, with half a term's notice. Childcare vouchers can be used.

Parents would have to supply their own packed lunch if the child is staying whether funded under the scheme or paid for privately.

Transfer from Nursery to Reception

All parents and carers must note that a place in the nursery does not guarantee a place in our Reception class and that they must still apply for a Reception place through Hertfordshire Admissions. nsuccessful applications

Appeals.

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA. If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team.

At transfer time parents wishing to appeal who applied on line should log into their application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For in-year applications:

"We will write to you with the outcome of your application and if you have been unsuccessful, we will include details to enable you to appeal online at www.hertfordshire.gov.uk/schoolappeals.

Continuing interest (waiting) list and 'in-year' applications.

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the governors if they wish their child's name to be removed from the continuing interest list

In Year Applications

To make an application for an In-year admission, parents must apply for a place directly to the school.

Challenging Behavior

"behavior unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehavior or it is of such severity, frequency or duration that it is beyond the normal range that school can tolerate. We would expect this behavior to significantly interfere with the pupil's other pupil's education or jeopardise the right of staff and pupils to a safe and orderly environment."

Children with challenging behavior may also be disabled (Equality Act 2010) and admission

authorities must also consider their duties under the Act.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number. A representative of the Governing body will be made available to participate in discussions, make decisions on placing children via the FAP and admitting children via the FAP when the school is full.

FAP can only include:

Children subject to a Child in Need Plan or a Child Protection Plan or having had a plan within 12 months of being referred to the FAP.

Children living in refuge or in other relevant accommodation at the point of being referred to the FAP.

Children in formal kinship care arrangements.

Eligibility for the FAP does not prevent an IY application being made to any school and IY applications must be processed in accordance with the usual IY admission processes, including the right of appeal if refused a place.

When a child is considered under FAP, a place must be allocated within 20 school days; and once allocated arrangements should be made to start as soon as possible.

If the majority of schools in an area can't support the FAP, a review should be initiated with the LA and the review process should be outlined in the FAP. The existing FAP will remain binding until a new one is adopted.