Northgate Primary School

NURSERY ADMISSIONS POLICY

For Admissions in Academic Year 2021 - 2022

Our Nursery class takes place every morning and afternoon, term time only, in our Early Years Foundation Stage Unit. Northgate Primary School has places for 30 morning and 30 afternoon children in the Nursery class and your child will be offered either morning or afternoon sessions.

Northgate Primary School has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2021 will be for those children born between 1st September 2017 and 31st August 2018.

Northgate Primary School offers 15 hours Free Early Education. The additional 15 free hours can also be sourced on site at Northgate and is provided by Little Ladybirds Pre-School. Northgate Nursery and Little Ladybirds Pre-School work as a team and accommodation for both is linked through the same corridor and entrance.

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. This guarantee should be made on the application form (available on our website).

ADMISSIONS PROCEDURES

All Schools / Nurseries are now responsible for their own Nursery Admission arrangements as well as for allocating places. Parents must apply for a place directly to this school on the school's application form available from the school website. This application form must be completed and submitted by Friday 12th March 2021 at the latest (see timeline below).

Northgate Primary School and other local schools will use the following timeline for processing applications to their schools:

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form. If your application form is not completed correctly, this may result in the application being given a lower priority. Applications should include details of siblings.

NURSERY ADMISSIONS TIMETABLE

Monday 18th January 2021	Applications open to apply for a place in our Nursery
Friday 12th March 2021	The application system for Northgate closes ***Deadline for submitting supporting evidence (e.g. EHCP or Child Looked After)***
Monday 15th March 2021	Late Applications open
Monday 22nd March 2021	Northgate will offer places directly to parents by email. (Email will be from admissions@northgate.herts.sch.uk. Please check your junk folder if you have not received an email).
Monday 12th April 2021	Deadline for parents to accept places

Please note that late applications will only be considered after the on time applications have been processed.

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school reception place happens one year later and is administered by Hertfordshire County Council.

The offer of a Nursery place will ONLY be for attendance 5 half days per week, 38 weeks a year (Term time only).

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may be subject to change.

HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names Northgate Primary School, Cricketfield Lane, Bishop's Stortford will be admitted to the Nursery class.

In the event of there being more applications than available places, or preferences for morning or afternoon sessions, the following oversubscription criteria will be applied by the governors, in order;

OVERSUBSCRIPTION CRITERIA

Category 1 (CLA)	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 child arrangements order or a special guardianship order
Category 2 (Siblings)	Children who will have a sibling in the school up to Year 5 **at the time of application**. (*See definition of sibling in note d*.)
Category 3 (Children of staff)	Children whose parent is a permanent member of the teaching staff (*See Note f*).
Category 4 (Distance)	Children who live nearest to the school. (See note g).

GUIDANCE NOTES FOR PARENTS

a) The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

b) An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

c) In respect of 'Children Looked After', Home address and 'sibling' the governors use the same definitions as HCC (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)

d) A sibling means the sister/brother, half-brother/sister, adopted brother/sister, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.

e) Every effort will be made to accommodate twins and other 'multiple birth' applications.

f) Children of teaching staff (QTS) will be considered in the following circumstances:

   i. where the member of teaching staff has parental responsibility for the child and has been employed by the school for two or more years at the time at which the application for the admission to the school is made, or
   ii. the member of teaching staff is recruited to fill a vacant teaching post for which there is a demonstrable shortage.

g) Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be distance from the school. This will be a distance measurement provided by Hertfordshire County Council's "find a school" service on the Hertfordshire.gov.uk website 'find my nearest school'.

h) Should two applicants have the same home-school distance a random allocation will be made.

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 school if they wish their child's name to be removed from the waiting list.