

FAIRFIELDS PRIMARY SCHOOL AND NURSERY
NURSERY ADMISSIONS POLICY - 2018/2019

From this year applications for our nursery class will be accepted anytime during the academic year **after** a child's 2nd birthday. The closing date for applications for starting nursery in September 2018 will be midday on Thursday 29th March 2018 for children born between 1st September 2014 and 31st August 2015.

Parents should note that attendance at the nursery does not guarantee a place in a reception class at this school. A separate online application process is available for parents to apply for a place in a Primary School (reception class).

In line with other providers, our school will aim to offer places by Friday 20th April 2018 and parents will have 2 weeks to accept the place.

Our nursery operates a single intake admissions system admitting children in September. Parents should make sure they are aware of and comply with the notice requirements of the setting their child currently attends. We reserve the right to withdraw an allocation if a child is not able to start in September.

We offer the statutory 15 hours free early education (FEE) over five days with children being offered either two mornings and three afternoons or vice versa. 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: 8.45am to 11.45am
Our afternoon sessions are: 12.30pm to 3.30pm

All children starting in our nursery will receive a home visit by our nursery staff. We stagger the start dates for new entrants to the nursery over the first few weeks of the term in order to help children settle and enable staff to get to know them.

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

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 admit any child with an Education, Health and Care (EHC) Plan that names the school.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

a) 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).

b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

c) Other applicants where the following criteria are considered to determine priorities:

1) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

2) 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.

3) Any other children.

Tie-break

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.

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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 Fairfield's Primary School, Rosedale Way, Cheshunt, Herts. EN7 6JG, 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.