

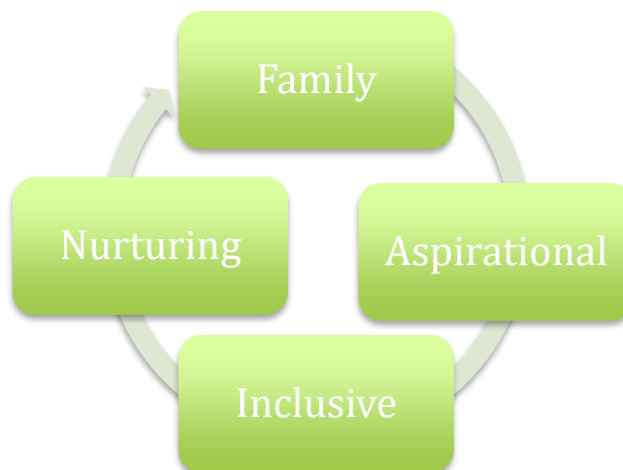


# Tenterfield Nursery School

## Admissions Policy

Based on Model Policy	Not applicable
Review body:	FGB
Date issued:	Sept 2021
Review frequency:	Annually
Review Date:	Sept 2022
Target audience:	Parents

### Values



### Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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## Contents

1. Rationale
2. Policy
  - 2.1 Criteria for Admissions to Tenterfield Nursery School
  - 2.2 Application Process
  - 2.3 Timeline for Applications
  - 2.4 Continuing Interest
  - 2.5 In-Year Applications
  - 2.6 Allocation of morning/afternoon sessions
  - 2.7 30 hours free childcare
  - 2.8 Tenterfield Twos Admissions
  - 2.9 Additional hours (fee paying) and wraparound
3. Roles and Responsibilities

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## 1. Rationale

Tenterfield Nursery School aims to provide a fair and transparent admissions system. Tenterfield Nursery School offers high quality, inclusive early years education for families in the local community. Priority for places will be given to children from the local area and those attending our two-year-old provision. Children will however be accepted from other local areas if there are places available.

## 2. Policy for Admissions

As a maintained nursery school we are guided by Hertfordshire County Council admission arrangements but manage our own admissions process. When offering places into our nursery aged key groups (3 – 4 year olds) we give preference to those children attending our two-year-old provision.

At Tenterfield we work to a sessional allocation of 10-13 children in each nursery aged key person group and a sessional allocation of 6-8 children in our two-year-old key person groups.

Children can access a nursery place the term after their 3<sup>rd</sup> birthday and a two-year-old place the term after their 2<sup>nd</sup> birthday.

### 2.1 Criteria for Admissions to Tenterfield Nursery School:

**Rule 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. Also children with an Education, Health and Care Plan that names the school.

**Rule 2:** 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 special guardianship order).

**Rule 3:** A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

**Rule 4:** Medical or Social Needs – children from whom it can be demonstrated that they have a particular medical or social need to attend Tenterfield Nursery School (including EYPP, eligible for 2-year-old funding or as verified by a Health Visitor or other relevant professional).

**Rule 5:** Children currently attending our two-year-old provision who will use their full allocation of funded hours

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- Rule 6:** Siblings of children currently on roll at Tenterfield Nursery School at the time of the application.
- Rule 7:** Children of staff at Tenterfield Nursery School
- Rule 8:** Children using their full allocation of funded hours – two-year-old funding, 15 hour or 30 hour funding.
- Rule 8:** Child's nearest school – children for whom it is their nearest maintained nursery school. We compute distances using a computerised mapping system based on the address of the child's house to the address of the Nursery school.
- Rule 9:** Any other children

## 2.2 Application Process

All applications must be made directly to Tenterfield Nursery School using the school's own application form.

Admission forms will need to be completed electronically via our website: [Tenterfield Nursery School » Admissions](#)

Children who turn 3 before 31<sup>st</sup> August 2021 are eligible to apply for a place at Tenterfield Nursery School from September 2021.

## 2.3 Timeline for Applications

We have two admission dates throughout an academic year which are September & January. We may have a very small intake in the summer term but this will only be if there are spaces as the nursery is typically full after Jan places are taken.

We accept late applications, and offers will be made pending available places.

Key dates to note when applying for a place at Tenterfield Nursery School in the academic year 2021/22.

September applications	
First week in January	Online applications open for September
Last day of Spring Term	Applications Close
First week of summer term	Offer letters sent out.

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3 <sup>rd</sup> May 2021	Last date for accepting nursery place
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January Applications	
1 <sup>st</sup> week in September	Applications open
Last day of Autumn Half Term	Applications Close
First week after October half term	Offer letters sent out.
3 <sup>rd</sup> December	Last date for accepting nursery place

#### 2.4 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 in section 2.1 to those children on the CI list.

#### 2.5 In-Year Applications

Applications may be made throughout the school year and, where there are no applications on the CI list, children will be admitted on roll at the earliest convenient date. If there are no spaces available at the time of application, parents/carers will be offered the opportunity to place their child's name on the continuing interests list (see section 2.4 above).

#### 2.6 Allocation of morning/afternoon sessions

A funded 15-hour place is offered over five mornings or five afternoons Monday to Friday term time only.

There is no guarantee that parents will be offered their preferred session and allocation is made subject to availability of places and at the discretion of the Headteacher, taking into consideration:

- The needs of the child
- The needs of working parents

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There is no right of appeal once places have been offered.

## 2.7 30 hours' free childcare

Some children aged 3 and 4 are eligible for an extra 15 hours childcare: this is known as 30 hours' free childcare.

Tenterfield Nursery School is a participating provider and is able to offer a limited number of places to children of families eligible for 30 hours' funded childcare. However, it should be noted that eligibility does not guarantee the offer of a 30 hours' place.

Parents/carers will be asked to indicate whether they are eligible for 30 hours funding when they apply for a nursery place.

A 30 hour place is offered as five sessions across the week term time only. Sessions run Monday to Friday 8.45am to 2.45pm.

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.

## 2.8 Tenterfield Two's Admissions

At Tenterfield we offer a combination of funded two-year-old places and fee paying two-year-old places. In order that our admissions are fair and transparent we apply the criteria laid out in section 2.1 which prioritises supporting the most vulnerable in our community to access inclusive and high-quality early years education.

Two-year-old applications are accepted all year round, and places are offered on availability at the start of every term. A two-year-old can only be admitted the term after their second birthday.

## 2.9 Additional hours (fee paying) and wraparound

Further wraparound hours can be booked on a fee-paying basis to top up any funded hours a child is entitled to. Those accessing wraparound during the Nursery day will receive their additional hours within our Nursery setting to ensure a seamless link between their funded and fee-paying time at Tenterfield.

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Breakfast Club is open Monday – Friday 7.30am to 8.30am during term time to Tenterfield children aged 3 – 4 years old and children in Reception & KS1 at Welwyn St Marys. It is booked on a first come first served basis.

After School Club is open Monday – Friday 2.45 to 5.30pm during term time to 3 – 8 year olds. We have a walking-bus service to collect children in Reception & KS1 at Welwyn St Marys. Bookings are taken on a first come first serve basis with priority given to those attending Tenterfield Nursery School.

During school holiday periods Holiday Club is open Monday – Friday 8am to 5.30pm. Places are offered on a first come first served basis, but there will be a priority booking window for Tenterfield parents and current holiday club users.

All wraparound enquiries need to be emailed to Katie MacLaughlin on [wraparound@tenterfield.herts.sch.uk](mailto:wraparound@tenterfield.herts.sch.uk)

We reserve the right to refuse a booking based on previous non-payment of fees.

Children who are recommended to attend full time by social services, the health visitor or other official body will be admitted to wraparound if there is a space available and it is deemed by the Headteacher to be the appropriate place for the child.

## 1. Roles and Responsibilities

The Headteacher will ensure that:

- Children are admitted in accordance with this policy
- Where places are available, children are admitted in accordance with the agreed priorities.

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

The governing body will ensure that:

- The admission arrangements are reviewed every 3 years unless changes occur during this time
- The admission arrangements are made available to parents and potential parents
- An admission's register is kept up to date

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