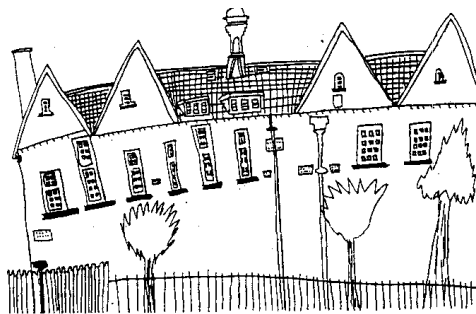


# **Letchmore Infants' And Nursery School**

## **Admissions Policy**



**September 2023**

**Review Date - September 2024**

Letchmore Infants' and Nursery School is a three-form entry infant school with a Nursery.

Our admissions procedure for Reception is defined by the Local Education Authority guidelines. Information regarding making an application for a primary school place is sent to parents/carers by Hertfordshire County Council (HCC) in the November of the academic year before their child is due to start school. All children are admitted into the school in September. If the number of applications is equal to or less than the Planned Admission Limit then all applications will be offered a place.

- When the Planned Admissions Limit is reached, applicants will be advised that a place cannot be offered but that they are free to appeal against the decision.

## Nursery

- Letchmore Nursery offers morning, afternoon and thirty hour funded places. The school takes full responsibility for managing the process for nursery admissions
- Children will be allocated a place in Nursery on a first come, first served basis tracked via our Nursery admissions email:  
[nurseryadmissions@letchmore.herts.sch.uk](mailto:nurseryadmissions@letchmore.herts.sch.uk)  
All applications must be submitted in this way. Application forms can be found on the school website.
- Thirty hour funded provision will only be offered to parents who have a valid eligibility code. Places will only be offered provisionally until an initial code has been obtained and will be confirmed once the code has been verified for the term.
- Thirty Hour funded children can share their entitlement with a partner organisation, e.g. Clare's Little Bears, Priory Nursery or a childminder. Letchmore Infant's and Nursery School will be the universal provider, therefore the partner organisation will need to claim for the extended hours.
- Parents state their preference for morning or afternoon sessions at the time of application. The school cannot guarantee that preferences can be met for all families dependent on availability at the time of request.

- In the event of over-subscription, unsuccessful applicants will be asked if they would like to stay on a waiting list on a first come, first served basis.
- Pupils who attend the school's Nursery do not have automatic right of entry into our school's Reception.
- If a child is accessing 30-hour provision, they will be required to bring in a packed lunch.
- Where a family does not qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours - where available - they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the admitting authority.
- Parents will be expected to pay for any additional hours - where available - their child attends which is above their entitlement. This will be charged at the published rate determined by the admitting authority.
- If parents wish to access different models of provision, this is discussed on a case-by-case basis, subject to availability after allocations are made in line with our preferred models.

#### Notes

- Parents of three and four year olds will need to meet the following criteria to be eligible for 30 hours' free childcare:
  - They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. The latest values for this can be found here: <https://www.gov.uk/nationalminimum-wage>.
  - This applies whether you are in paid employment, self-employed or on zero hours' contract.
  - The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
  - Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
  - Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
  - Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
  - If a non-EEA national, the parent must have recourse to public funds.
- A parent will not meet the criteria when:
  - Either parent has an income of more than £100,000.

- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

- They will receive a "grace period" - this means they will be able to keep their childcare for a short period.

- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

## **Infant School**

- The Standard Number of Admissions is 90 pupils per year group (30 pupils per class).
- The Governors have agreed a Planned Admission Limit of 30 children per class. This is a statutory requirement at Key Stage 1, although Hertfordshire L.E.A. will consider, through appeal, additional places in exceptional circumstances. The school takes no part in the appeal process but retains a desire to keep the admissions ceiling at 30 children for any given class.
- In a year when the school is over-subscribed Hertfordshire County Council's oversubscription criteria is applied.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2022/23 are as follows:

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an Education, Health and Care (EHC) Plan that names their school.

### **Rule 1 - children looked after**

Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

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 prioritised under this rule.

### **Evidence needed (Rule 1)**

Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

### **Rule 2 - medical or social needs**

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

All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why the school applied for is the **only one** that can meet your child's need in a way that no other school can.

### **Rule 3 - linked infant and junior schools**

In the case of junior schools, children who attend the linked infant school at the time of their application.

This rule is only relevant if you're applying for a place at a junior school and your child is currently in Year 2 of the linked infant school.

If your child is currently attending a community or voluntary controlled infant school with a linked junior school, you will qualify under [Rule 3](#).

### **Rule 4 - siblings**

Children who have a sibling on the roll of the school (or linked school) at the time of application.

This applies to:

- infant, junior and primary schools - Reception to Year 5
- first schools - Reception to Year 3
- middle schools - Year 5 to Year 7.

### **Rule 5 - child's nearest school**

Children for whom it is their nearest school or academy, excluding those that allocate places based on faith. This can include schools outside Hertfordshire.

- [Find your nearest school](#)
- [More about school types](#)

If you don't include your nearest school in your school preferences, then you won't be considered under Rule 5.

### **Rule 6 - children living closest to school (distance)**

Children who live closest to the school are given priority. Children not considered under Rule 5 will be considered under Rule 6).

#### [How we measure home to school distance](#)

These rules are applied in the order they are printed above. 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. Where there is a need for a tiebreaker 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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie-break, the random number is used to allocate the place, with the lowest number given priority.

Parents who wish their children to attend Letchmore Infant and Nursery School when places are unavailable may put their child's name on a continuing interests list with Hertfordshire County Council. The list is fluid and may change depending on the number of parents who wish their children to be considered for a place. The list always follows the county admissions criteria. Consequently, parents may find that they could, at a given stage, be at the top of the list, but that this does not necessarily guarantee them the first available place in the future. Other children may subsequently be added to the list who may take priority based on the given criteria.