

WATFORD FIELD SCHOOL INFANT & NURSERY

NURSERY ADMISSIONS

April 2013

This document sets out the process for applying for a nursery place at Watford Field School Infant & Nursery.

Parents of children about to enter Nursery will be sent an information leaflet by Hertfordshire County Council. It is preferred that applications are made using the online system. If parents need assistance accessing the Internet to make an application to Nursery, the school will make a computer available at a mutually convenient time and provide assistance where possible. In exceptional circumstances, parents may apply to the school using a paper application which is obtained from the school.

Since 2011/12, applications for Nursery places are made to Hertfordshire County Council but places are allocated by the school.

Times are made available for prospective parents to visit the Nursery prior to the closing date for the applications. Parents should contact the School Office for further details.

Children are admitted into our Nursery once each year, at the beginning of the Autumn Term. It is our intention that all our Nursery children have the opportunity to attend Nursery five morning or five afternoon sessions each week. However, there is flexibility for a parent to postpone their child's start date or to reduce the number of sessions taken. Parents should contact the school to discuss this further. There is a staggered intake over the first few weeks for the Nursery to help the children to settle.

If the number of applications is less than the number of nursery places available, the school will accept all the applications.

In the case of over-subscription, the school will allocate places using Hertfordshire County Council's published criteria set out below.

Nursery admissions oversubscription criteria

1. Children in public care (children looked after).
2. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. Other applicants in line with the following priorities:
 - i) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - ii) Children who have a sibling at the school or linked Junior school at the time of application, unless the sibling is in the last year of the normal age-range of the school, that is Year 6.
 - iii) Any other children.

Children Looked After

Children with Special Guardianship Orders are not classified by law as Children Looked After.

Applications can be made with suitable supporting professional evidence under the Social and

Medical rule.

Children with Residence Orders are not classified by law as Children Looked After. Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children with Adoption Orders are not classified by law as Children Looked After. Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children in the process of being placed for adoption are classified by law as Children Looked After providing there is a Placement Order. Application would be prioritised under the Children Looked After rule 1.

Social and Medical Applications

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

This rule allows the exceptional and compelling circumstances of individual children and families to be taken into account. **Evidence must be provided and it must relate specifically to our school.** It must clearly demonstrate why Watford Field School Infant and Nursery is the only Nursery that can meet the child's needs.

All applications under the Medical and Social rule are considered individually. A successful application will include:

- Specific professional evidence that justifies why Watford Field School Infant and Nursery is the only Nursery that can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why Watford Field School Infant and Nursery is the only Nursery can meet the child's needs.
- If our school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
- Medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only our school essential and the evidence should make clear why only our school is appropriate.

Submitting Evidence

If you apply online, written information should be received by the school by the closing date. Information provided after the closing date will only be considered when there are significant changes of circumstances.

If applying using a paper application all relevant information, including professional evidence, should be submitted with the application.

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 3 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Hertfordshire County Council will provide the measurements.

Where there is a need for a tie-breaker where two different addresses measure the same distance from our school, for example in the case of a block of flats, 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.

Hertfordshire County Council Admission's Team can be contacted on 0300 123 4043 for more information.