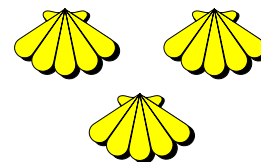


# High Wych C E Primary School

Founded in 1861



High Wych, Sawbridgeworth, Hertfordshire. CM21 0JB

Telephone: (01279) 722109

E-mail: [head@highwych.herts.sch.uk](mailto:head@highwych.herts.sch.uk)

[admin@highwych.herts.sch.uk](mailto:admin@highwych.herts.sch.uk)

Head Teacher: Mrs M. J. West

*Success and Excellence within a caring Christian Environment*

## NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2024 - 2025

Our Nursery class takes place every day from 8.40am to 3.20pm, term time only, in our Foundation Stage Unit. The School has places for 26 children in the Nursery class.

High Wych has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2024 will be for those children born between 1st September 2020 and 31st August 2021.

High Wych CE Primary School offers 15 hours Free Early Education (3 hours every morning, 8.40am to 11.40am, 5 days per week) and also offers the additional 15 hours to provide 30 hour Childcare provision.

Allocation of a place at High Wych CE Primary School is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. Without this there can be no funding for a place in the Nursery.

### 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 online application form available from the school website from Monday 15<sup>th</sup> January 2024. This application form must be completed and submitted by lunchtime on Friday 8<sup>th</sup> March 2024 at the latest (see timeline below).

The Admissions timetable for all schools is no longer laid down by HCC. High Wych and other local schools aim to use the following timeline for processing applications to their schools:

- **Monday 15th January 2024** Applications open to apply for a place in our Nursery class
- **Friday 8th March 2024** The application system closes at **12 noon**
- **Monday 18th March 2024** High Wych will offer places directly to parents by email
- **Monday 22nd April 2024** Deadline for parents to accept places in writing

The Governing Board 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. This should include details of siblings (see below).

**An offer of a Nursery place does not guarantee an offer of a Reception place.** The process of applying for a school place happens one year later.



The offer of a Nursery place will be for a minimum of 3 hours each morning, 5 days per week, 38 weeks a year (Term time only). However, a further 15 hours are available either under the 30 hour childcare government offer or at a cost of £17 per afternoon session.

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 different.

## HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names High Wych CE Primary School will be admitted to the Nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors, in order:

### Criteria 1

- a) 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 residence 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.

### Criteria 2

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

### Criteria 3

Children who have a sibling at the school at the time of application, unless the sibling is in Year 6

### Criteria 4

Any other children, with priority to those living closest to High Wych CE Primary School

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](https://www.hertfordshire.gov.uk) website.

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.

## Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. Residence within the area defined in criteria 3 does not give an automatic right to a place in the school.
- b. 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).



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 provided that this does not breach maximum class size regulations.

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

