

# NURSERY SCHOOL ADMISSION POLICY 2026-2027

December 2024

We consider equality implications before and at the time that we develop policy and take decisions, not as an afterthought, and we keep them under review on a continuing basis. All policies are approved by the governing board and reviewed annually.



*But the plans of the Lord stand firm for ever, the purposes of his heart through all generations.*

*Psalm 33:11  
New International Version*

## **1.0 POLICY OUTLINE:**

- 1.0 Northaw Primary is a Church of England Voluntary Aided School. The governors will admit up to 15 children to the Nursery group each academic year, without reference to ability or aptitude. Our Nursery classes take place Monday – Friday, mornings only, in our EYFS classroom. Northaw School does not offer the 30 hours care package. The main intake will be in the September of the nursery year.
- 1.1 The admission arrangements detailed in this document do not apply for those being admitted into Reception to year 6. A separate policy is available for this.
- 1.2 Attendance at, or the offer of a place in the Nursery does not guarantee the child admission to the school in reception. Parents/carers must apply in the normal way for a place at the school if they want their child to transfer to the reception class.
- 1.3 The school offers 15 hours of nursery provision per week. Parents/carers eligibility code will be checked with the Local Authority. Parents/carers wishing to take advantage of 30 hours of free child care will need to split the provision with a second provider. In this case the school needs to be nominated as the first provider.
- 1.4 In the case of in year applications, admission will be on the basis of places being available in the nursery year group. If there are more applicants for places than places available, then the criteria detailed in sections 2.0 and 3.0 below will be applied.

## **2.0 HOW TO APPLY:**

- 2.1 The closing date for applications to be received by the school will be stated on the school's website, <http://www.northawschool.org>. Applications received after this date will be treated as late and will only be considered after all on time applications have been allocated places. This may result in your application being given a lower priority. Dates that offers will be made and dates when offers need to be accepted will also be published on the school's website.
- 2.2 Parents/carers must complete our Nursery Application Form and return it to the school office by the above date, either by email [admin@northaw.herts.sch.uk](mailto:admin@northaw.herts.sch.uk) or by post to Northaw CE Primary School, Vineyards Road, Northaw, Herts, EN6 4PB or by hand.
- 2.3 In Year applications - Parents/carers must complete our Nursery Application Form and return it to the school office, either by email to [admin@northaw.herts.sch.uk](mailto:admin@northaw.herts.sch.uk) or by post to Northaw CE Primary School, Vineyards Road, Northaw, Herts, EN6 4PB or by hand.
- 2.4 In the event of there being more applicants than there are places available, the governors will apply the following criteria in the priority order of categories as listed.

**Category 1:** Looked after children and all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because of being adopted (or becoming subject to a child arrangements order or a special guardianship order). See DEFINITIONS

**Category 2:** Siblings of children already at the school at the time of entry. See DEFINITIONS

**Category 3:** Children who at the time of application are living within the Ecclesiastical Parish of Northaw and Cuffley. Click [here](#) to see a map of the parish.

**Category 4:** Children one or more of whose parents/carers have, at the time of application, and for a period of six months previously, at least once in each calendar month, attended public worship at a Church which is a member of Churches Together in England or Evangelical Alliance. Applicants in this category will be required to provide written evidence of attendance from their parish priest.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Category 5:** Parents/carers who can demonstrate that admission to the school is essential for the medical or social wellbeing of their child. Supporting evidence from a professional working with the child or the family will be required. See DEFINITIONS

**Category 6:** Any other children.

### **3.0 PROXIMITY:**

- 3.1 In the event of categories 1 to 6 being oversubscribed the determining factor will be the proximity to the child's home to the school as defined by the LA (HCC). The school uses a straight line distance measurement system provided by HCC: Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. If a final tiebreak is needed where two different addresses are 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 closest to the ground and therefore closer. If there are two identical addresses of separate applicants, the tiebreak will be random allocation.
- 3.2 The address provided on the application form must be the child's current permanent address at the time of application.

- “At the time of application” means the closing date for applications.
- “Permanent” means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

- 3.3 Northaw School reserves the right to request proof of address from any applicant.

#### **4.0 DEFINITIONS:**

- 4.1 Category 1 Children looked after:  
Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under Category 1. Highest priority will also be given to 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 – this includes internationally adopted previously looked after children (IAPLAC).

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under Category 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Category 1. 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 Category 1. Applications made for these children,

with suitable supporting professional evidence, can be considered under Category 5.

A child arrangements order is an order under section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014) settling the arrangements to be made as to the person with whom a child is to live.

A special guardianship order is an order under section 14A of the Children Act 1989, appointing one or more persons to be a child's special guardian or guardians.

In determining whether a child is eligible for IAPLAC priority, the admissions authority will have regard to Government Guidance including seeking the advice of the Virtual School Head when determining eligibility.

#### 4.2 Category 2 Siblings:

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of Northaw CE Primary School at the time the younger child starts or have been offered and accepted a place. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent/carer but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

We will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated subject to staffing ratios being met.

#### 4.3 Category 5 Medical or Social need:

Category 5 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. 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 Northaw CE Primary School.

Few applications under Category 5 are agreed.

All applications are considered individually but a successful application should include the following:

- Specific recent professional evidence that justifies why only Northaw CE Primary School can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only Northaw CE Primary School can meet the child's needs.

- If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only Northaw CE Primary School essential.

Evidence should make clear why only Northaw CE Primary School is appropriate.

Applications under Category 5 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only Northaw CE Primary School can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Category 1, may be made under this rule.

## **5.0 FRAUDULENT APPLICATIONS:**

5.1 Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Council tax information shows a different residence at the time of application;
- When a child starts at the school and their address is different from the address used at the time of application.

## **6.0 SUCCESSFUL APPLICATIONS:**

6.1 Notification of the places to be offered will be confirmed by the School and offered places need to be accepted by parents/carers by the date detailed on the school website.

## **7.0 UNSUCCESSFUL APPLICATIONS AND APPEALS:**

7.1 Parents/carers who have not been allocated a place in the nursery for their child have no right of appeal.

## **8.0 CONTINUED INTEREST / WAITING LIST:**

- 8.1 In the event of more applications than available places, the school will maintain a continuing interest list (waiting list). A child's position on the continuing interest list will be determined by the oversubscription criteria outlined above and a child's place on the list can change as other children join or leave it. If a place becomes available in the nursery, the school will offer the place to the child that best meets the published oversubscription criteria. Parents/carers must request that their child goes on the continuing interest list by emailing **admin@northaw.herts.sch.uk** This list will stay open until the end of the academic year.

**Please note** that the information in this policy is correct for the year shown. Policies for future years may well be different.