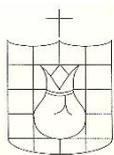
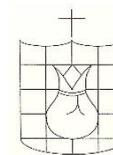


ARDELEY ST LAWRENCE VA CofE PRIMARY SCHOOL and NURSERY
Loving and Learning in Fellowship and Faith



NURSERY ADMISSIONS POLICY
SEPTEMBER 2019



INTRODUCTION.

Ardeley St Lawrence School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Board of the school is the admission authority. The Governors will admit up to the admission number of **11** children into the Nursery class. We offer 15 hours per week. The sessions are available every morning, from 8.50am to 11.50am.

Children are initially allocated a place depending on their date of birth with the children who are three years of age and born between 1st September 2015 and 28th February 2016 being admitted in September 2019 and those who are three years of age and born between 1st March 2016 and 31st August 2016 being admitted in January 2020.

However, if we have **less than 6** children starting in September we will then contact the parents of children whose date of birth is between February and 30th April, in chronological order. We will invite them in for two taster sessions with a view to offering them a place starting in September. Any offer of an early start will be made based on our professional judgement.

All Nursery admissions are dealt with by Ardeley St Lawrence School.

The closing date for admission application forms to be received by the school is 23rd February 2019.

HOW TO APPLY

All applications must be made on the Ardeley St Lawrence Application Form which should be returned to us by the closing date of 23rd February 2019.

Parents/carers are also requested to complete our **Supplementary Information Form [SIF]** (available from the school) and return it to the school office with the application form. If a SIF is not completed the Governing Board will apply their admission arrangements using the information submitted on the School Application Form only, which may result in the application being given a lower priority.

We will notify all parents of the place offered or refused by 20th March 2019 and Parents/ Carers must accept or reject a place offered by 28th March 2019.

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

The award of a place at the Nursery gives no priority for admission to the Reception Year and a separate application using the County online admissions system will need to be made at the appropriate time.

HOW PLACES ARE OFFERED – ADMISSION CRITERIA

Children who have a Statement of Special Educational Needs or with an Education, Health and Care Plan which names the school will be offered a place at the school before the oversubscription criteria are used.

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

If the school has fewer applications than places available, all applicants will be offered a place.

Category 1: “All ‘looked after’ children or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangement or special guardianship order (see definitions)”

Category 2: Children who have a sibling who is attending the school at the time of entry.

Category 3: Children who at the time of application have their home address within the ecclesiastical parish of Ardeley (a map is available at school and on the school website). The website www.achurchnearyou.com is also helpful.

Category 4: Children whose home address is outside the area as defined in Category 3 above but where one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once in each calendar month for the year prior to an application being made. Applicants in this category will need to ask their priest, minister or responsible official to complete the relevant section of SIF/Clergy Form.

Category 5: Children eligible for the Early Years Pupil Premium or Pupil Premium

Category 6: Children who have a sibling who has attended the school in the past

Category 7: Any other children.

When the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the deciding factor will be distance from the address point of the child’s home to the address point of the school as measured in a straight line. We will use Google maps as a measuring tool to measure home-school distance measurements as measured in a straight line.

Tie Break

Where there is a need for a tie break 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.

DEFINITIONS

In respect of the following categories, the Governors use the same definitions as the Hertfordshire Local Authority (LA), set out in their primary admissions booklet.

Category 1: Children in public care (Looked After Children.) Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is 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 or for children adopted before 2005 under the terms of the Adoption Act 1976 . Child Arrangement Order – under the provisions of section 12 of the Children and Families Act 2014 residence orders were replaced by child arrangement orders. The Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live.

Section 14A of the Children 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)

Category 2: Sibling

The Governors have the same understanding of the term 'sibling' as that found in the Hertfordshire published information. A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's 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 application". For this category the sibling must be in the school at the proposed date of entry.

Category 3 & 4: Home Address

Please note that evidence of permanent residency at the quoted address may be sought.

Category 4: Christian Church.

The Governors define a 'Christian' Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance.

Category 5: Early Years Pupil Premium or Pupil Premium. Parents will need to provide evidence that entitlement has been established by Hertfordshire Local Authority.

Category 6: For this category the child should have a sibling, as defined above, who has attended Ardeley School in the past.

UNSUCCESSFUL APPLICATIONS

Appeals

There is no appeal procedure for Nursery admissions and, therefore, any complaints would be managed using the complaints procedure.

Continuing interest (waiting) list and "in-year" applications

In the event of more applications than available places the Governors will maintain a continuing interest (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 list.

**ARDELEY ST. LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL
NURSERY APPLICATIONS – SEPTEMBER 2019
SUPPLEMENTARY INFORMATION FORM**

Parents, and Clergy (for Category 4,) are asked to complete and sign this form to assist the governors in ensuring that those most qualified for admission under categories 2, 3, 4,5 or 6 are properly considered. Please note that priority will be based on the parents’/carers’ links with the Church and not just the child’s membership.

The relevant criteria (in priority order for the offering of places) are as follows:-

- Category 1** “All ‘looked after’ children or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangement or special guardianship order (see definitions)”
- Category 2** Children who have a sibling who is attending the school at the time of entry.
- Category 3** Children who at the time of *application* have their home address within the ecclesiastical parish of Ardeley (a map is available at school and on the school website). The website www.achurchnearyou.com is also helpful.
- Category 4** Children whose home address is outside the area as defined in Category 3 above but where one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once in each calendar month for the year prior to an application being made. Applicants in this category will need to ask their priest, minister or responsible official to complete the relevant section of SIF/Clergy Form.
- Category 5** Children eligible for the Early Years Pupil Premium or Pupil Premium
- Category 6** Children who have a sibling who has attended the school in the past
- Category 7** Any other children.

Name of Child and date of Birth:

Name of Parents / Carers:

Criterion under which applying:

Full name of relevant sibling and period of attendance.....

Child’s permanent home address:

.....

Name of Church:

Address of Church:

Name of Priest / Minister and Position in Church:

I CONFIRM THAT WE HAVE WORSHIPPED REGULARLY AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.

PARENT /GUARDIAN/ CARERS’ SIGNATURE:DATE:

I CONFIRM THAT THIS FAMILY HAS WORSHIPPED REGULARLY AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.

CLERGY SIGNATURE:DATE:

