



# Abbots Langley School

Inspiring life-long learners

## **Nursery Admissions Arrangements 2018-19**

### **Provision**

Abbots Langley School Nursery has an admission number of 60. The places are offered as 30 places in the morning for 5 mornings and 30 places in the afternoon for 5 afternoons. Five mornings, or five afternoons, is 15 hours of nursery education. At this time we are unable to provide the full 30 hour offer in our Nursery class.

The 30 hour offer can be shared between another provider such as a pre-school or childminder.

### **Nursery Session times**

Our Nursery sessions are for 3 hours. The morning session is 8:30 am–11:30 am. The afternoon session is 12:15 pm–3:15 pm.

### **Time Line**

Deadline to apply to your chosen school

Friday 23<sup>rd</sup> February 2018 at 9.00am

Offer letters sent to parents/carers

Monday 5<sup>th</sup> March 2018 (2<sup>nd</sup> class post)

Deadline to accept place and return paperwork to school

Friday 23<sup>rd</sup> March 2018

### **Process of Applying to Abbots Langley School Nursery**

- Download and print an application form from the website or collect one from the School Office.
- Complete and hand it in or post it to the school in time to arrive by the deadline of 23<sup>rd</sup> February 2018.
- Applications will be processed by the school during the week beginning 26<sup>th</sup> February and the oversubscription rules will be applied if necessary.
- Parents will be notified by a letter from the school if they have been offered a place or not which will be posted by 2<sup>nd</sup> class post on 5<sup>th</sup> March 2018.
- Parents have until the 23<sup>rd</sup> March 2018 to accept the offered place by e-mailing the school or returning the acceptance form to the School Office.
- The school will send out a welcome pack and data collection forms to parents who have accepted a place by the end of April 2018.\*
- Completed data collection forms should be returned to the school by Friday 25<sup>th</sup> May.\*

(\* the exception will be if we offer **early entry** to individual children as detailed below)

### **When can my child start Nursery?**

Admission to our Nursery class is normally in the September of the academic year in which your child has their 4<sup>th</sup> birthday.

The School Governors have agreed that if the Nursery has vacant spaces in the Summer Term prior to the academic year in which your child has their 4<sup>th</sup> birthday, places may be offered for **early entry in April 2018** to the eldest Autumn born children in date of birth order. The definition of Autumn born is those born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> December 2014. Parents do not have to accept the early entry offer and their child can start in the September 2018. (If an early offer is refused an offer will be made to the next eldest child)

If your child's birthday is between 1<sup>st</sup> April and 31<sup>st</sup> August you wish to defer your child's entry to the following January (2019) your place will be held for you. However we feel all children would benefit from attending a 3 term nursery curriculum.

Parsonage Close Abbots Langley Herts WD5 0BQ

Contact details: [admin@abbotslangleyprimary.com](mailto:admin@abbotslangleyprimary.com) 01923 263174

Website: [www.abbotslangley.herts.sch.uk](http://www.abbotslangley.herts.sch.uk) Twitter: @AbbotsPrimary

Breakfast Club 07905 412257 Free School Meals [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

Headteacher: Mrs Rebecca Negrello

### **Allocation of Sessions**

We run both morning and afternoon sessions as detailed above. Please indicate your preferred session on your application form. If parental preference for a session means either the morning or afternoon is oversubscribed or a parent has not stated a preference, allocation will favour the younger children with a morning place, the elder children an afternoon place.

### **Is attendance flexible?**

No. We expect children to attend for 5 mornings or afternoons to benefit from the Nursery curriculum.

As we only offer 15 hour places i.e. 5 mornings or afternoons, we will withdraw an offer if a parent, after accepting a place or upon receipt of the offer, say they want to attend on fewer than 5 mornings or afternoons.

### **Criteria for Admission to Abbots Langley School Nursery**

Parents must apply directly to the Abbots Langley Nursery School and places will be allocated following the school's criteria providing the application is received by the deadline for applications.

If there are fewer applications than places available at the school all applicants will be admitted. If there are more applications than places available, the criteria below will be used to prioritise applications.

- Rule 1:** **Section 324 of the Education Act 1996** requires the governing bodies of all maintained schools to admit a child with a statement of educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.
- Rule 2:** **Children looked after** by the Local Authority, including children who were previously looked after but were adopted or became subject to a child arrangements order or a special guardianship order. Evidence required.
- Rule 3:** **A Child 'at risk'**- (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan. Evidence required.
- Rule 4:** **Medical or social**, children for who, it can be demonstrated that they have a particular medical or social need to go to the school. Evidence required.  
*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule. The evidence must relate specifically to the school applied for and must clearly demonstrate why it is the only school that can meet the child's needs.*
- Rule 5:** **Sibling children** who have a sibling on roll at this school in Reception to Year 5 living in the same family home.
- Rule 6:** **Children of a parent who is a permanent member of school staff.** Staff must have been employed at the school for 2 years and have been recruited to fill a post for which there is a demonstrable skill shortage. They must have parental responsibility for the applicant.
- Rule 7:** **Distance**—children who live nearest to the school measured by walking details from Google Maps. The route with fewer miles will apply. If there is a tie break in distance the house nearest the school or the flat nearest the ground floor will receive the offer.

### **Continuing Interest**

Should you not be offered a place, there is no right of appeal. After places have been offered we will maintain a waiting list. A child's position on the waiting list will be determined by the criteria rules 1 to 7 above. A child's position on the waiting list can change as other children join or leave it.

### **Entry to Reception**

Gaining a Nursery place is no guarantee of a main school place in Reception. There is a separate application procedure for the Reception class.

*Summer born children (1<sup>st</sup> April to 31<sup>st</sup> August birthday)-Entry to Reception*

*Following guidance issued by the DfE in September 2015, Hertfordshire County Council has amended its policy for summer born children. If parents/carers do not believe their summer born child is ready for entry to Reception in the September following their 4th birthday they may wish to delay application to Reception until the following year.*

*If, as a parent of a summer born child, you wish for your child to remain in our Nursery for an additional year you do not need to re-apply to keep your child's place, however you must notify us before the end of the Spring term, (i.e.prior to the Easter break). The exact date will be specified in our Newsletter as that time approaches.*

*We strongly recommend that any parent who is considering this option to firstly discuss their child's needs/development with the Nursery staff.*

**Visits to the Nursery Class**

If you would like to visit the school before applying please contact us to book in for one of our Headteacher 'show arounds' on,

<b>Day</b>	<b>Date</b>	<b>Time</b>
Monday	15th January 2018	9.30am
Thursday	25th January 2018	9.30am
Thursday	8th February 2018	9.30am
Tuesday	20th February 2018	9.30am

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