



Bernards Heath Infant and Nursery School

Nursery Admissions 2018

Children are welcomed into Nursery in September. Nursery is a child's first year in the Foundation Stage and as such children in our Nursery wear the same uniform as the children in Reception and take a full and active part in school life.

We have a 52 place Nursery and offer 26 morning places and 26 afternoon places; these numbers include 6 All Day A places consisting of a full day Monday and Tuesday and a Wednesday morning; 6 All Day B places consisting of a Wednesday afternoon and a full day on a Thursday and Friday. Parents who choose a full day place are asked to pay a small additional charge for their child to be cared for over lunchtime. This is in addition to the 15 funded hours. We do not provide 30 hours free childcare but do provide 15 hours of this as the primary provider if parents are eligible.

Parents have the choice to defer their child's entry to Reception and can choose for their child to spend an additional year in the Nursery. These children are given priority when allocating nursery places for September 2018 if their parents have informed school of their decision to defer by Thursday 29th March 2018. Decisions to defer made after this time will not guarantee a nursery space.

The timeline for nursery admissions at Bernards Heath is as follows:

Friday 19th January 2018: Applications for September 2018 Nursery places open

Friday 16th February 2018: Applications for September 2018 Nursery places close

Monday 19th March 2018: We will write to parents offering their child/children a place

Thursday 29th March: Parents must accept or decline a place for their child/children on or before this date

Once parents have accepted a place in our nursery we will ask them to express, in order of preference, the session they would like. The allocation of sessions is a separate process to the admissions process and is overseen by a school governor. Our session allocation policy can be found here: [link to our place allocation policy](#)

Applications for our nursery will be prioritised in the following order:

Rule 1 - children looked after

Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority.

Evidence needed (Rule 1)

Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

Rule 2 - medical or social needs

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

The DfE Code of Practice stipulates that all settings (0-25 years) must support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why our nursery is the only one that can meet your child's need in a way that no other nursery can.

Evidence needed (Rule 2)

Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child.

Professional evidence that outlines exceptional family circumstances making clear why only our nursery can meet your child's needs.

If our nursery is not the nearest nursery to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Evidence must relate specifically to the school being applied for under Rule 2.

A panel of governors will decide whether the evidence provided is enough to meet the requirements for this rule.

Examples of cases that have and haven't been accepted under Rule 2

Examples of cases that **have been accepted** under Rule 2:

- children with an exceptional illness or disability (for example, restricted mobility) who can only reasonably attend one school.
- where only one school is suitable due to child protection issues. We'll give priority to children whose education would be seriously affected if they did not go to a particular school.

Examples of cases that **have not been accepted** under Rule 2:

- cases made around childminding arrangements, such as using a childminder that children are already familiar with who caters for children attending certain schools. Or childminding by family members who live close to a specific school. These cases weren't upheld because they're not exceptional. Many families rely on complex childminding arrangements.
- Cases made for children with specific learning or behavioural needs where the professional evidence submitted is not school specific. All schools are able to support children with a wide variety of individual needs. If a child's individual needs warrant a statement of special educational needs or an Education, Health and Care (EHC) plan, the statement or EHC plan will name the appropriate school.
- Medical cases where even though there is a severe illness, more than one school could accommodate the child's needs.

Rule 3 - deferred entry to reception

Children who have received one year of Nursery education at Bernards Heath and who are born between 1/4/2015 and 31/8/2015 are eligible to defer their start to reception until autumn term 2019. Parents must notify the school no later than 29th March 2018 about their decision to defer. Decisions to defer made after this time will not guarantee a nursery space.

Rule 4 – siblings

Children who have a sibling on the roll in Reception to Year 2 of our school or in Year 3 to 5 at Bernards Heath Junior School (our linked school) at the time of application.

"Sibling" includes:

- brother or sister
- half brother or sister

- adopted brother or sister
 - child of the parent / carer or partner
 - children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement.
- In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of our school or at Bernards Heath Juniors, or have been offered and accepted a place, at the school at the time of application (and when child starts).

Rule 5 – children living closest to school

Children who live closest to school are given priority. Children not considered under rules 1-4 will be considered under rule 5. To check the distance from your home to our school you can use the Hertfordshire mapping tool by following the link below. Please note this will check the distance between your home and all schools including those without a nursery.

[Hertfordshire Mapping Tool](#)

Click 'work out your home to school distance'

Type in your postcode and click 'find address'

Select your address from the list

Select 'find your nearest school for reception 2018' from the dropdown box

Scroll down to see the distance in metres your nearest schools are to your home

We reserve the right to request proof of your child's address under rule 6.

Tiebreak

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 6 than there are places available, priority will be given to those who live nearest to the school.

A tiebreak will also be used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.