



# Bernards Heath Infant and Nursery School

Sandridge Road, St Albans, Hertfordshire AL1 4AP  
admin@bernardsheath.herts.sch.uk  
www.bernardsheath.herts.sch.uk  
01727 852106  
Head: Mrs H. Rimmer

## Bernards Heath Infant and Nursery School

### Nursery Session Allocation Policy

#### Our Core Offer

Bernards Heath Infant & Nursery School offers:

- 15 hours per week of teacher-led Nursery education over either five morning sessions (3 hours per session), five afternoon sessions (3 hours per session), or 2 1/2 days at the beginning or end of the week (with an additional cost for Lunch Club).
- 30 hours extended childcare, 6 hours per day over 5 full days.
- Lunch Club, run by our lunch time team, can be added to the end of our morning Nursery sessions (subject to availability and with an additional cost).

#### Admissions

Bernards Heath Infant & Nursery School is a community school and follows Hertfordshire County Council guidelines for admissions. Further information on the Nursery admissions criteria is provided in the Nursery Admissions Statement 2023 and Nursery Admissions Process 2023 on the school website, under 'Admissions'.

#### Start Dates

All children join Nursery in the September of the academic year in which they will reach the age of 4. The school will arrange a comprehensive induction for all children including Stay-and-Play sessions which provide adults and children with the opportunity to visit their new learning environment and get to know the team.

#### Attendance

The expectation at Bernards Heath Infant & Nursery School is that all children attend their full entitlement of 15 hours each week. Parents entitled to 30 hours free childcare may choose to accept a 15-hour Nursery place with us and access the additional 15 hours with an alternative provider (childminder or PVI setting). Bernards Heath Infant and Nursery School will be your Primary Provider for universal 15 hours in order to receive the appropriate funding.

#### Policy on Allocation of Nursery Sessions

When applying for a place in the Nursery, parents are also asked for their preference for type of session at that point - there is **no guarantee** that they will be offered the session they prefer.

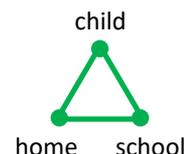
In allocating sessions, we ensure that all children have an equal opportunity to gain from their nursery experience and that the needs of the individual child as well as the needs of the school community are reflected in the decisions made. The school ensures that our nursery provision in all sessions meets the appropriate objectives within the Curriculum Guidance for the Early Years Foundation Stage, and that children are not disadvantaged by whichever session they are allocated.

The need to ensure there is an effective mix of gender and age in each session to ensure the school is offering the best educational and social experience to all the pupils is recognised as being of prime importance.

In order to ensure a fair and equitable allocation of sessions, the school applies the following set of criteria. These are not hierarchical except for the first point relating to children with identified Special Educational Needs. The criteria will be applied subject to there being more requests for a session than places to be allocated.



University of  
Hertfordshire **UH**



**Agreed criteria for allocation of sessions:**

- Any child who has a recognised Special Educational Need, illness or disability that necessitates their place at a particular session. We would take into account written advice from other professionals in applying this criteria.
- If family circumstances would be extremely difficult if not allocated the preferred sessions for example, number of children under five in a family, illness or disability in the family which impacts on the child or carer, or involvement with outside agencies.
- Parents whose work commitments make it **impossible or extremely difficult** for the child to take up a place if not allocated the preferred session. Information on childcare arrangements and whether it is a lone working parent would also be relevant. Attending college courses or training will also be considered if relevant.
- Other family circumstances which may be taken into account including individual personal circumstances not covered or not sufficiently extreme as to be mentioned above.

In the event that we are faced with multiple families with identical circumstances over and above the number we are able to allocate, a Governor will be asked to randomly select an anonymous application.

The final decision will be taken by the Senior Leadership Team and Governors in discussion with our Nursery staff. All identified factors will be taken into account and the basis of the decision will be confidential. Please be aware that developmentally typical behaviours for example, a nap time or children being more tired in the afternoon will not be considered as significant factors to influence the allocation of sessions. The school will confirm in writing to parents which session their child has been offered.

**Right of Appeal**

Parents are asked not to telephone the school to discuss the allocation but appeal in writing to the School giving the circumstances to be taken into account. A change of decision will be considered dependent on spaces available.

If you were not allocated your first preference of session, you can choose to be added to a waiting list for a different session but any changes to our initial offer are not guaranteed.