Bernards Heath Infant and Nursery School

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Head: Mrs H. Rimmer

Dear Parents and Carers,

Nursery Admissions Process 2027/2028

We are extremely proud of the number of Nursery applications we receive and are looking forward to working with as many of you as possible, in the very near future. In order to work with you as effectively as we can, we are keen to process the applications efficiently. To do this we need a few more details from you; please read each part carefully and contact us with any queries.

STEP 1 Our admissions process follows Hertfordshire County Council guidelines which lists the admission criteria in the following order –
Rule 1 – children looked after
Rule 2 – medical/social needs (this rule requires accompanying evidence)
Rule 3 – deferred entry into Reception (for those who currently attend Bernards Heath Nursery)
Rule 4 – siblings
Rule 5 – children living closest to school

This is the first part of the process in being given a place at Bernards Heath Nursery.

STEP 2 We need to allocate your child to a specific session for example, morning, 2 ½ days or a 30 hour place. By **Friday 5th March** our aim is to combine these two steps and not just tell you whether you have been successful in your application to Bernards Heath, but to also inform you of the session you have been allocated. (Our Session Allocation Policy is available on our website under "Admissions").

STEP 3 Once you have been offered your session, you will have 10 working days to **accept or decline** this offer. If you are not able to accept this offer please decline it in order for us to continue our allocation process, working through the families on our waiting list. 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.

We need as much information from you as possible in order to understand the needs of our local community. You may attach a letter, further outlining the reason for your preferences and to support us in our understanding of your needs*.

Taking all of this into account, we need you to complete the admission form and return it by **Friday 19th February** with all accompanying information.

With best wishes,

Mrs Hannah Rimmer
Head teacher

*Please note, all session allocations are at the discretion of the Head Teacher and Governors and any final decisions rest with them, especially in the case of high demand for specific sessions.

Healthy Schools

University of Hertfordshire UH

child
home school

We are committed to ensuring that your privacy is protected and we strictly adhere to the provisions of all relevant Data Protection Legislation, including GDPR, ensuring all personal data is handled in line with the principles outlined in the School's Data Protection Policy. Information about the types, use and retention of personal data we collect can be found on our website under Statutory Information - Data Protection Policy.

Bernards Heath Infant & Nursery School Foundation Stage 1 (Nursery) Admissions 2027/2028

Questions and Answers

1. Do I need to choose 3 preferences on my preference application form?
   Yes. You should state three preferences with number 1 being your first choice of session, 2 your second choice and 3 as your third choice of session. This makes allocation easier should you not be allocated your first preference. If you would like to, please enclose a letter with your choice of Nursery session stating the reason for your preferences e.g. Special Educational Need**/Child in the care of the local authority**/working patterns.

2. Do I need to send any money now?
   No. You will receive an invoice at the start of the Autumn term.
   The school is registered for Childcare vouchers; please talk to our School Office, if you wish to use these.

3. When will I know which session I have been allocated?
   All parents will be sent a letter with their allocated place on Friday 5th March 2027.

4. What happens if my circumstances change, can I change the allocated sessions?
   At Bernards Heath we pride ourselves on offering excellent child centred provision with the option for parents and carers to choose from a variety of sessions. We ask that families consider the sessions they want carefully as we require half a term's notice to make amendments to the accepted session. Being as flexible as we are takes an enormous amount of planning to ensure all children receive the best experiences and we are suitably staffed to meet our statutory duties in regard to ratios. Half a terms notice to implement changes to accepted sessions means we are less likely to miss out on essential funding and more likely to offer places to those on our waiting list, keeping our wonderful nursery full.

   Please let us know of any changes you might need to make as soon as possible. When the Nursery is full we have little option to change your child's sessions unless there is a family in a similar position. We can add you to a waiting list.

5. Can we visit the Nursery before September?
   The Head teacher and Nursery staff organise an opportunity for you to visit the school and meet the staff. Your child also has the opportunity to play in the Nursery.

6. I would like an All Day A/B place but the times don't fit my working life. What can I do?
   All Day A/B places are only allocated as advertised for 2 ½ days a week. This is to allow us to effectively organise the large combination of numbers/places available.

7. What happens at Lunch?
   Lunch is managed by one of our Early Years Practitioners with the support of a Nursery Assistant. The children can bring a packed lunch from home or have a school prepared lunch. There is an additional charge of £2.66 for a school lunch (subject to change in September 2027). They eat lunch, play inside or outside and end the session with a story or other whole group activity, before going home or before going back to their afternoon session.

8. Will any staff from Bernards Heath visit my child at home or in their pre-school setting?
   Yes, where possible our staff organise home visits and visit other settings to meet the children.

9. Can I take up my 30 hours Government funded childcare at Bernards Heath?

Children MUST attend our setting 6 hours per day for a minimum of 4 days (Monday to Thursday - 24 hours). This ensures consistency across a week for the education children are receiving and also to enable them to build stable friendships.

** Please send a letter from a professional working with your child in these cases.