



# Longmeadow Primary School

Oaks Cross, Stevenage, Hertfordshire SG2 8LT

Tel: 01438 351087 Fax: 01438 210544

Headteacher: Mrs E Howley Deputy Head: Mrs S McDermott

Email: admin@longmeadow.herts.sch.uk www.longmeadow.herts.sch.uk

## LONGMEADOW PRIMARY SCHOOL ADMISSIONS POLICY TO THE NURSERY 2017/18

In this document, we use the following terminology:

- Admission – the process by which a child is allocated a place
- Place – each child occupies one place in the setting, which may comprise of any number of sessions
- Session – a three hour block of time per day, either morning or afternoon

### Eligibility

A child will be eligible for admission to the nursery class from the start of the autumn term after they turn three years old. Admission is subject to an application being made and places being available.

A child will be eligible for 30 hours if they meet the criteria as set down by the department for education (i). Parents and carers will be expected to demonstrate their eligibility termly, using the official website once it is available. This will be confirmed during an eligibility interview with the school.

***Where a family does not qualify for 30 hours per week of free early years education, but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the school.***

### Capacity

The nursery has capacity to accommodate children in 120 sessions per week. Children access a mixture of preferred models (ii):

- Full Day Place: morning and afternoon session 8.30am – 3.30pm  
(35 hours: two 15 hour sessions plus 5 hours' lunchtime childcare at no additional cost) (iii)
- Morning Place: five mornings a week 8.30am - 11.30am (15 hours)
- Afternoon Place: five afternoons a week 12.30pm – 3.30pm (15 hours)

Specific numbers for each type of place will be decided, depending on demand, and will be at the admitting authority's discretion.

### Application process

The admissions for Longmeadow Primary School are managed by the Headteacher and the governing body, maintained by the local authority. Parents and carers must apply for a Nursery place by completing an



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application form, available on the school website. The application form must be returned to [admissions@longmeadow.herts.sch.uk](mailto:admissions@longmeadow.herts.sch.uk). An acknowledgement will be sent following receipt and all applications will be date and time stamped on receipt. Applications must be received by **5pm on 16th March 2018**. Applications will be dealt with using admission criteria. Applications received after this date will be dealt with on a first come, first served basis.

## Applying the admissions criteria

Applications will be considered during the week before the 20th April and the first round of offers will be made on that date.

All children with a statement of special educational need which names the school; **or**, with an education, health and care plan that names the school, will be allocated a place in accordance with section 324 of the Education Act 1996

If there are fewer applications than places available at a school all applicants will be admitted.

If there are not enough places available, places will be allocated according the oversubscription criteria, in the following order of priority:

Rule 1	Children looked after and children who were looked after (iv), but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) or A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
Rule 2	Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
Rule 3	Children who have a sibling (v) at the school or linked school at the time of application, unless the sibling is in the last year of the normal age-range of the school.
Rule 4	Children for whom it is their nearest setting, using our definition of "nearest" (vi)
Rule 5	Children who live closest to the setting are given priority. Children not considered under Rule 4 will be considered under Rule 5.

Admission rules apply in order. If more than one child qualifies for a school, place under a rule than there are places available, a tiebreak will be used. This means the next rule will be applied to those children. If more children qualify under rule 5 than there are places available, priority will be given to those who live closest to the school.



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Our tiebreak method is to use a 'first come, first served' approach. This means that, if two applications have addresses that measure the same distance from the school then the place will be offered to the application that was received first, based on the date and time stamp on the application form.

In the event of over subscription of any of the above categories, preference will be given to those children living closest to the school.

Where the Nursery is oversubscribed it will maintain a waiting list in the criteria order.

Please note Nursery education is not a non-statutory provision and there is therefore no right of appeal against the school's final decision.

Admission to the school's Nursery does not guarantee admission to the school's Reception class. Applications for Reception must be made to the local authority through Hertfordshire County Council and be submitted by the statutory deadline to be considered.

## Notes

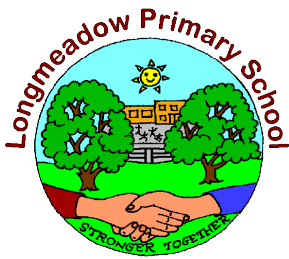
- i. *Parents of three and four year olds will need to meet the following criteria to be eligible for 30 hours' free child care:*
  - *They earn or expect to earn the equivalent to 16 hours at the National Minimum or Living Wage over the next three months.*
  - *This equates to £120 a week (or £6,000 a year) for each parent over 25 years old or £112.80 a week (or £5,800 a year) for each parent between 21 and 24 years old.*
  - *This applies whether you are in paid employment, self-employed or on a zero hours' contract.*
  - *The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.*
  - *Where one or both parents are on maternity, paternity, shared parental or adoption leave or if they are on statutory sick leave.*
  - *Where one parent meets the income criteria and the other is unable to work because they are disabled, have a caring responsibility or have been assessed as having limited capacity to work.*
  - *Where a parent is in a 'startup period' (i.e they are newly self-employed) they do not need to demonstrate they meet the income requirement for 12 months.*
  - *If a non-EEA national, the parent must have a recourse to public funds.*

*Who will not qualify? A parent will not meet the criteria when:*

- *Either parent has an income of more than £100,000*
- *Either parent is a non-EEA national and subject to immigration control (and had no recourse to public funds)*

*What happens if a parent loses eligibility?*

- *They will receive a 'grace period' – this means they will be able to keep their childcare for a short period.*



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- *Once the 'grace period' has lapsed, the parent may be entitled to the universal 15 hours entitlement.*
  
- ii. *Whilst we endeavor to accommodate parents' requests (i.e. am or pm, 15 hours or 30 hours) this may not always be possible. If parents wish to access different models of provision, this is to be discussed on a case by case basis, subject to availability after allocations of our preferred model.*
  
- iii. *If a child is full time, they will also be required to either purchase a school meal or bring in a packed lunch.*
  
- iv. *A 'Looked after child' has the same meaning as in section 22(1) of the Children Act (1989), and means any child who is (i) in the care of the local authority or (ii) being provided accommodation by them in the exercise of social services functions (e.g children with foster parents) at the time of making the application. A 'Previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or a special guardianship order.*
  
- v. *'Brother or sister': for admissions purposes to this setting, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half brother or sister or a step-brother or sister or an adoptive brother or sister, living at the same address. A child will be given brother or sister priority if they have a brother or sister at the school or the setting at the time of the child's admission.*
  
- vi. *The distance if measured in a straight line from the address point of the pupil's house, or as set out by Ordnance Survey, to the nearest school gate available for pupil's to use. This is calculated using the Admissions and Transport Team's Geographical Information System.*