

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **Nursery Admissions Policy**

### **Strategy Committee**

**Updated January 2022  
To be reviewed February 2023**

**Staff Responsible**

Mrs M Green                      Headteacher  
Strategy Committee Governors

## **Introduction**

Aycliffe Drive Primary School's Governing Body is responsible for Nursery admissions. The Governors will admit up to the admission number of 45 children into the Nursery which offers 15 hours per week, morning and afternoon sessions. Children who are eligible may attend for 30 hours (these children will count as 2 admissions).

Applicants should apply directly to Aycliffe Drive Primary School using the School's own Nursery Application Form before Friday 4 March 2022, which can be collected from the School office, Nursery, Pre-School or downloaded from our website, [www.aycliffedrive.herts.sch.uk](http://www.aycliffedrive.herts.sch.uk).

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

## **How places are offered**

Children who have a Statement of Special Educational Needs or Education, Health and Care Plan, in which this school is named, will be offered a place at the school. A copy of the EHCP must be sent in with application otherwise it will not be possible to consider application under the 'Special Educational Needs' rule. However, we would strongly advise discussion with the school regarding the nature of your child's needs prior to application.

After the closing date for applications, if there are more applications than places available, the criteria outlined below will be used to prioritise applications.

**Rule 1: Children looked after** and children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship order). Please return supporting professional evidence when submitting application otherwise it will not be possible to consider application under the 'Child looked after' rule.

**Rule 2: A child 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency Child Protection Plan. Please return supporting professional evidence when submitting application otherwise it will not be possible to consider application under the 'Child at risk' rule.

Other applicants where the following criteria are considered to determine priorities:

- 1) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. Please return supporting professional evidence when submitting application otherwise it will not be possible to consider application under the 'Social/Medical' rule.
- 2) Children who have a sibling at the school, unless the sibling is in the last year of our school (year 6).
- 3) Children of Staff: children of staff can only be admitted in the following circumstances:
  - if the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - Children must live at the same permanent address as the employee of the school.
- 4) Children living in the catchment area.

If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children. If more children qualify under rule 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie break where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.