



Responsibility for Admission into the Nursery Class

Responsibility for making decisions regarding nursery admissions to the school lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this policy are followed.

Application Process

Parents and carers must apply for a Nursery place by completing an application form, available on the school website. The application form must be returned to nurseryadmissions@twowaters.herts.sch.uk and an automatic acknowledgement will be sent or alternatively please bring a paper copy to the school office. On-line applications can be made by using the link on the school website at Parent Information/Admissions. Applications must be received by 9.00 a.m. on the 15th March 2019.

Eligible children

At Two Waters School children can start school in the September after their third birthday. Children born between 1st September 2015 and 31st August 2016 can apply for a place at Two Waters Nursery to start in September 2019.

Nursery Admission Timeline

4th February 2019	Parents can apply to Two Waters School for a place in their Nursery for the academic year September 2018 to July 2019
15th March 2019	Nursery applications close – 9.00 a.m.
29th April 2019	Two Waters School will send an offer letter to parents via email
8th May 2019	Deadline for parents to accept or reject offers. If parents do not respond to the offer made by this date the school will withdraw the offer

Admission Arrangements

- Two Waters School has one Nursery class with a capacity for 30 pupils in receipt of 15 or 30 hours funding.
- Nursery hours are 8.30 a.m. until 11.30 a.m. or 8.30 a.m. to 2.30 p.m.
- The hours are term time only. The school's term dates are published on their website.

30 hour funding (6 hours a day)

From September 2017 Nursery children may be entitled to an additional 570 hours of childcare per year, which is equal to 30 hours a week for 38 weeks of the year. The 30 hour free childcare entitlement is available to working families who meet the eligibility criteria. Parents can check eligibility at www.childcarechoices.gov.uk

Contact details for all registered providers in Hertfordshire can be found at www.hertfordshire.gov.uk/parents

Two Waters Primary School Nursery offers pupils in receipt of 30 hour funding a place from 8.30 a.m. to 2.30 p.m.

Parents who would like extended hours can pay for their child to stay in the Nursery until 3.30 p.m. at the cost of £5.05 per session. This fee must be paid **in advance** to the school. This is not part of the 30 hours free scheme.

Children staying for the 30 hour funding will need to bring their own packed lunch.

Parents can apply for a 30 hour place at Two Waters School Nursery from January 2018 using the Nursery Admissions application form on the school website. A provisional offer of a place will be made, in accordance with the oversubscription criteria, with the understanding that a place will not be offered until the parent has provided the school with their 30 hour offer code provided by the government, along with their child's NHS number and the parents national insurance number. Once the School has checked the codes eligibility a 30 hour place may be offered to the child. If the parent has not provided the school with their 30 hour eligibility code by 4th May then the provisional offer will be removed. Parents have the responsibility to re check their eligibility every three months with HMRC. Parents will need to supply the school with the new eligibility end date every three months. If parents eligibility ends then the schools offer of a 30 hour place will end. The school and parent can then discuss the child being offered a 15 hour place in the Nursery.

The 30 hour funding can be split between two providers as long as both agree to the split. Please contact the school if this is your preference.

Over subscription criteria for Two Waters Primary School's Nursery

Parents can apply to Two Waters Primary school for a place in the Nursery class to start in the September after their third birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a) 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)
- b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) A child with a Special Education need, such as an EHCP (Education, Health and Care Plan) or Statement identified by professionals. (Evidence must be submitted with the application in order to be considered).
- d) Other applicants where the following criteria are considered to determine priorities:

- 1) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school i.e. is in year 6.
- 2) Priority will then be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker 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. Two Waters School will use the parent distance checker on the HCC website for calculating home-school distance measurements.

Evidence for criteria **must be submitted with the application**. Failure to do so will result in the criteria not being considered. The school will not send any reminders.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion d)2 than there are place available, priority will be given to those who live nearest to the school as identified by the parent distance checker on the HCC website. Where there is a need for a tie breaker where two addresses measure the same distance from the school, for example in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie break will be random.

Waiting List

If there are more applications than the number of places available, parents/carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

Right of Appeal

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.

A place in Two Waters Nursery does not guarantee a place in Reception. Parents must apply to Hertfordshire County Council for a Reception place in their chosen school.