Walk On Water

St. Paul's C of E VA Primary and Nursery School

Nursery Admissions Arrangements

The school's Governing Body is responsible for admissions to our Nursery class. The timeline for nursery admissions is as followed. This is based on 3 intakes per year.

September intake: opens 1st November and closes 28th February
January intake: opens 1st September and closes 31st October
April intake opens: 1st January and closes 28th February

Nursery admissions open	**As above**
Deadline to apply for a nursery place	**As above**
Offer letters sent by school to parents/carers (allocation date)	**2nd Monday after the closing date – offers made by email**
Deadline to accept place and return paperwork to school	**2 weeks from allocation date**

At St Paul's Church of England Primary and Nursery School, the Nursery class runs during term time only. Morning sessions run from 9am to 12 pm and afternoon sessions from 12pm to 3pm. The Nursery can accommodate up to 26 children in any one morning or afternoon session.

We offer 2 options:
15 hours' provision per week – this must be taken either as 5 morning sessions (Monday to Friday 9am to 12pm) OR as two full days (9am to 3pm) and one ½ day (morning)
OR
30 hours' provision per week - Monday to Friday 9am to 3pm

Please provide your 30-hour eligibility code to the school office. Successful applicants who are not eligible for the full 30 hours can purchase up to an additional 15 hours' provision (subject to availability) at £20.00 per afternoon.

In addition:
A one hour lunch club can be booked at a cost of £5.00 for those children who are attending in the morning only, bringing their end time to 1pm.
A half an hour wrap around care session from 3pm to 3.30pm at a cost of £3.30 per session can be booked (subject to availability)

We offer 3 intakes: September, January and April of each year. All applications must be made on the online form attached to this policy returned to the school office by the relevant closing date. Please note that a new, separate application must be made for a place in the school's Reception class and that attendance at the school's Nursery does not give any priority for Reception places.

Children with an Education Health & Care Plan which names our Nursery will be admitted before any oversubscription criteria are applied.

If more applications are received than places available (26 places per session), the criteria below will be applied, in the order printed, to prioritise applications:

Criterion 1: Children looked after by the local authority, including children who were previously looked after but were then adopted or became subject to a child arrangements order or a special guardianship order and children who appear to the Governing Body to have been adopted from state care outside England.

Criterion 2 : Siblings: Children who have a sibling in the school at the time of allocation (and who is expected to still be attending the school at the time of admission).

Criterion 3: Children with known medical or social needs which only St Paul's can meet. Written supporting evidence must be provided at the time of application from a relevant professional such as a doctor, social worker or educational psychologist**.**

Criterion 4: Children eligible for the extended entitlement of 30 hours childcare provision who wish to take up a 30-hour place in the Nursery and live within the Ecclesiastical Parish of Langleybury

Criterion 5: Children eligible for the extended entitlement of 30 hours childcare provision who wish to take up a 30-hour place in the Nursery and have attended a church service with a member of their family at least once in every month for at least two consecutive years immediately before the date of application at any 'Christian Church'.

Criterion 6: Any other children who live within the Ecclesiastical Parish of Langleybury

Criterion 7: Other children who have attended a church service with a member of their family at least once in every month for at least two consecutive years immediately before the date of application at any 'Christian Church'.

Criterion 8: Any other children

Definitions

Criterion 1 Looked after and previously looked after children

Looked After Children and all previously looked-after children, including those who appear (to the Governors) to have been in state care outside England, and who ceased to be in state care as a result of being adopted.
A 'Looked After Child' is a child who is:

a) in the care of a local authority, ***or***
b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criterion 1.

Children who were not 'looked after' immediately before being adopted or made the subject of a child arrangements order or special guardianship order will not be prioritised under criterion 1.

A 'child arrangements order' is an order regulating the arrangements for where, when and with whom a child is to live (section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014)).

A 'special guardianship order' is an order made under section 14A of The Children Act 1989, appointing one or more individuals to be a child's 'special guardian' (or guardians)'.

Children adopted who but appear (to the Governors) to have been in state care outside England. A child is regarded as having been in state care outside of England if they were in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
The Local Authority's 'Virtual School Head' will be asked to verify all such applications. All applications are considered individually but a successful application should include evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted.

Criterion 2 Sibling

A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent /carer or partner, children looked after or previously looked after. This does not include children temporarily living in the same house, for example, a looked after child in a short-term foster or bridging placement.
In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).
A sibling must be on the roll of the school at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

If an applicant has more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

Criterion 3 On very exceptional social or medical grounds

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
All schools can support children with a wide range of social and medical needs.
An application made under Criterion 3 must clearly demonstrate why St Paul's C of E VA Primary & Nursery School is the **only one** that can meet your child's need in a way that no other school-based nursery can and should include:

- Recent independent objective evidence, for example from a doctor, psychologist, social worker, or other professional involved with your child, or
- Professional evidence that outlines exceptional family circumstances making clear why only St Paul's C of E VA Primary & Nursery School can meet your child's needs.

If St Paul's is not the nearest school-based nursery provision to your child's home address, the application must clearly explain why closer providers will not meet your child's needs.
All evidence must relate specifically to St Paul's.
A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this rule.

Criterion 4 Ecclesiastical Parish of Langleybury

To find the Parish you live in please put your post code into the link below:
https://www.churchofengland.org/resources/church-near-you.
Entering your postcode reveals which parish you live in and the extent of the parish boundaries. You can zoom in to see which specific houses are in which parish.

Criterion 5 'Christian Church' definition

'Christian church' means any church which is a member of Churches Together in England, the Evangelical Alliance or Affinity. If the applicant has attended more than one church during the required two year period of attendance, please provide full details on the SIF.

If a SIF is not completed the Governors will use only the information on the Local Authorities' application form which might mean an application is given a lower priority.
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Home address

The address provided on the application form must be the child's current permanent address at the time of application
- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes. The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address. If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Distance
Priority will be given within each criterion to those children whose home address is closest to the school, measured by using Hertfordshire County Council's 'Find your nearest school' online facility. The measurement is taken from the point of your child's home address to a point of distance which has been agreed the Governing Body on the school site.

Tie break
Where two families live in the same block of flats the flat with the lower door number will be given priority. In any other circumstance where two family's addresses are equidistant the applications will be prioritized by alphabetical order according to surname (or, if both surnames are the same, alphabetical order by the child's first name).

Continuing Interest
After places have been offered, the Governing Body will maintain a continuing interest (waiting) list. A child's position on a continuing interest list will be determined by the oversubscription criteria outlined above and a child's place on the list can change as other children join or leave it.

Additional sessions

Once places have been allocated, any remaining sessions will be allocated to those successful applicants who qualify for 15 hours' childcare provision and whose parents wish to purchase additional hours, up to a maximum of 30 hours per week. Please indicate on the application form below if you are interested in purchasing additional sessions.

NURSERY APPLICATION FORM: ST PAUL'S CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth: **Birth Certificate Evidence**	/ /	**Gender:**	**M/F**
NHS number:	__ __ __ / __ __ __ / __ __ __ __		
Your relationship to the child: (e.g. mother/father/carer/ stepmother/father)			
Your child's permanent address (at time of application)			
Address:			

Special Educational Needs Does your child have an Educational Health and Care Plan (EHCP) which names this Nursery? (Please provide evidence with this form)	***Yes / No***
Looked after children Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? (Please provide evidence with this form)	***Yes / No***
Sibling Do you have a sibling in the school at the time of entry? ***If you have a sibling at this school, enter their name and date of birth:***	***Yes/ No***
Children with known medical or social needs which only St Paul's can meet. Written supporting evidence must be provided at the time of application from a relevant professional such as a doctor, social worker or educational psychologist	***Yes / No***
Children eligible for the extended entitlement of 30 hours childcare provision who wish to take up a 30-hour place in the Nursery and live within the Ecclesiastical Parish of Langleybury	***Yes / No***
Children eligible for the extended entitlement of 30 hours childcare provision who wish to take up a 30-hour place in the Nursery and have attended a church service with a member of their family at least once in every month for at least two consecutive years immediately before the date of application at any 'Christian Church'.	***Yes / No***
Children from the Ecclesiastical Parish of Langleybury.	***Yes / No***
Attend a church service at any Christian Church Children, who attend a Church Service at any Christian Church, with a member of their family at least once in every month for at least two consecutive years before the allocation of places.	***Yes/ No***
Any other children	***Yes / No***

Please tick – what provision are you applying for:
☐ 15 hours' free childcare
☐ 30 hours' free childcare
Intake: ☐ September ☐ January ☐ April

30 hours' free childcare, 9:00am to 3:00pm, Monday to Friday, term time only. HMRC code: _____

Early years setting/s child attends or has attended (if applicable)	
If your child is entitled to only 15 hours' free childcare, do you wish to apply for additional provision on a paid-for basis, if any sessions remain available after places have been allocated under this policy?	**Yes/No**

	Parent/carer 1 details		**Parent/carer 2 details**
Title:			
Forename:			
Surname:			
DOB:			
National Insurance No:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			
Telephone numbers:			
Daytime:		**Mobile:**	

I confirm that the details above are correct to the best of my knowledge.

Signature of parent/carer:

DECLARATION: The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to St Paul's Church of England Primary School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class. I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: _____ Date: _____

CLERGY DECLARATION

Please confirm that this family attends Church regularly (i.e. for at least 2 years on a monthly basis, child who the application is for, along with a family member, see oversubscription criteria for details): **Yes/No**

What denomination is your Church? _____

Is your church a member of Churches Together in England or The Evangelical Alliance and/or Affinity? **Yes/ No**

Name of Church: _____ Priest/Minister Name: _____

Priest/Minister Signature: _____ Date: _____

Thank you for completing this information.

Please return to the school office by the above deadlines for each intake. Any application/s received after this date will be classed as a late entry and will only be considered after all on-time applications have been processed.

Notes to parent
How the information on this form will be used:
By completing this form and signing the declaration you are agreeing for St Paul's Church of England Primary School, if they are oversubscribed, to verify the information provided on this application form in order to correctly rank your application under the school's published admission arrangements and to determine if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order: Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criterion. The status of children adopted from state care outside England will be verified with Hertfordshire County Council's Virtual School

OFFICE USE ONLY:	**Date Received:**	
	Distance:	
	Birth Certifcate Received:	