



Highwood Primary School

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Promoting Resilience, Achieving Potential

Cathy Cox – Interim Headteacher

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Dear Parents/Carers,

Nursery Admissions – September 2018

Nursery Admissions will no longer be an online system of applying for your child's preferred Nursery place co-ordinated by Herts County Council.

Instead parents/carers will need to apply directly to the school/s of their choice.

In order to make this system manageable local schools have agreed the following procedure of nursery applications and liaison may take place with other settings you have applied for.

The timeline for local schools nursery admissions is as followed:

Deadline to apply to your chosen school/s	Friday 23rd February 2018 – 9am
Offer letters sent by schools to parents/carers	Monday 5th March 2018 (2nd class post)
Deadline to accept place and return paperwork to chosen school	Friday 23rd March 2018 – 9am

Please note that a place a Highwood Nursery does not guarantee a place in our Reception class.

Applications for Reception places are managed through Herts County Council's online admissions system and **NOT through Highwood Primary School.**

If more applications are received for Nursery than places available the following criteria will be used:



The following **Admission Rules** for applying for a nursery place will be used at Highwood Primary School. The rules will be applied in order. (Please refer to Nursery Admissions Arrangements document for 2017/18)

Parents must apply direct to the school office for a place and places will be allocated following the school's criteria as set out below.

Rule 1: Special Educational Needs

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school..

Rule 2: Children looked after

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.

Rule 3: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 4: Siblings

Children who have a sibling on the roll of the school or linked school at the time of application. This applies to Reception through to Year 5 in infant, junior and primary schools.

Rule 5: Nearest School

Children for whom this is their nearest community school

Rule 6: Distance

Children who live nearest to the school. This measure will be obtained using Google Maps, walking details will be used. The route with less miles will be used. Children not considered under rule 4 will be considered under rule 5.

These rules are applied in the order they are printed above. 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.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. 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 in the following order of priority.

Oversubscription Criteria

Rule 1: EHC (Education, Health and Care)

Children with a statement of Special Educational Needs which names the school will be allocated a place in accordance with Section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.

Rule 2: Children Looked After

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).

Rule 3: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 4: Siblings

Children who have a sibling on the roll of the school or linked school at the time of application. This applies to Reception through to Year 5. This will be applied to twins even if this takes the intake over number.

Rule 5: A child 'at risk'

A child at risk (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 6: Nearest School

Children for whom this is their nearest community school

Rule 7: Distance

Children who live nearest to the school. This measure will be obtained using google maps, walking details will be used. The route with less miles will be used. *Children not considered under rule 5 will be considered under rule 6.*

Rule 8: Any other children

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.

Tie break

When there is a need for a tie break where two different addresses are 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.

NURSERY APPLICATION FORM: HIGHWOOD PRIMARY SCHOOL

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender:
			M / F
NHS number:	_ _ _ _ / _ _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/ stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Address:			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>			Yes / No
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			Yes / No
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or a child with arrangements or special guardianship order? (Please provide evidence with this form)</i>			Yes / No
Social or medical <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			Yes / No
If you have a sibling at this school, enter their name and date of birth:			

Early years setting/s child attends or has attended (if applicable)						
Tick the days you want your child to attend: At Highwood Primary your child can have 5 mornings of core entitlement. Your child may be entitled to 30 hours free childcare (see criteria attached)						
	Monday 8:50-11:50	Tuesday 8:50-11:50	Wednesday 8:50-11:50	Thursday 8:50-11:50	Friday 8:50-11:50	Total hours
AM						15
If applying for 30 hours free childcare, please provide your HMRC 30 hour code:						
If you have any other requirements please enter here:						
Please complete the details for both parents if living at the same address:						
Parent/carer 1 details			Parent/carer 2 details			
Title:						
Forename:						
Surname:						
DOB:						
National Insurance Number:						
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 Highwood 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 Nursery class at Highwood Primary School, I will have to apply separately for a place in Reception through Herts County Council online admissions.

Signature of parent/guardian: Date:

Please return to the school office by 23 February 2018 – 9am.

Any application received after this date will be classed as a late entry and will reduce your chance of getting a place at Highwood Nursery.

Notes to parent

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Highwood Primary School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and 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 criteria.

OFFICE USE ONLY:	Date Received:	
	Distance:	