



Leavesden Green JMI School and Nursery
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NURSERY ADMISSION POLICY 2016 – 2017

Leavesden Green JMI School and Nursery is a community school and is state-maintained; (run by the local authority-Hertfordshire County Council, in this case). The local authority employs the staff, owns the land and buildings, and decides on the admission criteria to apply if the school is oversubscribed. We follow Hertfordshire County Council's admission rules, described below.

Leavesden Green JMI School and Nursery receives funding from the local authority. We follow the Early Years foundation Stage and National Curriculum and are regularly inspected by Ofsted. (last inspection February 2016)

For this year the Schools P.A.N. (Pupil Admissions Number) in all year groups other than Reception and Year 1 is 30; in Reception and Year 1 it is 60. This allows the school to admit 30 at the Nursery stage in each school year. The school runs a morning only Nursery from 8.50am until 11.50am with the added option of lunch club until 12.45pm from October half term. (Parents/carers pay for a school meal) The school invites all Nursery children to start in September, though parents may hold the place for a January start for younger children born after February 28th.

If more than 30 applications are made for Nursery the following criteria will be applied in the order set out below:

Criterion 1: Children with an EHCP naming the school.

Criterion 2: Children in public care.

Criterion 3: Children "at risk"- either on the child protection register or who have a child protection plan

Criterion 4: Children with a particular medical or social need to go to the school

Criterion 5: Siblings (at the school in Reception to Year 5 at the time of entry)

Criterion 6: 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. If more children qualify under criterion 5 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-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. If there are two identical addresses of separate applicants, the tie break will be random.

Procedures

In line with the Hertfordshire County Council admissions procedure, all parents seeking a place for their child must complete the Hertfordshire County Council online application form.

Before applying, parents are encouraged to visit the school, giving them an opportunity to find out about the ethos, culture and values of the school. Please call the school office on 01923 484340.

Early application does not confer any higher or additional priority

Any application stating ECHP that names Leavesden Green School or applying under rules 1, 2, 3 or 4 must provide evidence from a responsible professional to substantiate their application.

On confirmation of a place the school will send out additional information and documents for parents to complete and return to school. School also requests a copy of the birth certificate for each child as part of their enrolment procedures.

The school holds a parents meeting in the summer for all prospective Nursery parents and children to attend. At the meeting the school will;

- Share further information with parents about the school in detail
- Enable the children to visit and play in the Nursery with their teacher and additional adults
- Answer questions about starting school and any individual concerns or worries
- Distribute appointments for home visits in September
- Inform parents of actual starting dates in September for their child.

Two members of staff will conduct a home visit in the summer term.

Next Review by F&R: Summer 2017