



NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2025 - 2026

We have two nursery classes at Windhill21 – morning and afternoon. The session times for each class are as follows:

Morning - 8.30am until 11.30am (15 hours per week)

Afternoon - 12.30pm until 3.30pm (15 hours per week)

All day – 8.30am to 3.30pm (35 hours per week)

Each nursery class has places for 30 children.

Windhill21 has one intake into its nursery classes which is the September following a child's third birthday.

All children shall attend a minimum of 5 morning or 5 afternoon sessions per week.

In addition, Windhill21 will be offering an approach which will enable parents to apply for a limited number of all-day places in our Nursery on a **paid** basis. Alternatively, it will be possible to use 30-hour funding entitlement (for working parents) towards the cost of this provision.

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. This guarantee should be made on the Parent Declaration Form.

ADMISSIONS PROCEDURES

All schools and nurseries are now responsible for their own nursery admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** using the school's application form available on the school website or the school office. This application form must be completed by Friday 7th March 2025 at the latest (see timeline below).

The admissions timetable for all schools is no longer laid down by Hertfordshire County Council.

Windhill21 will use the following timeline for processing applications:

Monday 13th January 2025	Applications open to apply for a place in our nursery
Friday 7th March 2025	The application system for Windhill21 closes. Deadline for submitting supporting evidence (e.g. EHCP or Child Looked After)
Monday 10th March 2025	Late applications open
Monday 17th March 2025	Windhill21 will offer places directly to parents by email.
Friday 25th April 2025	Deadline for parents to accept places in writing.

The Governing Body will apply their admissions arrangements using the information submitted by parents in the school's application form. If your application form is not completed correctly this may result in the application being given a lower priority. This should include details of siblings who attend the school (see below).

An offer of a nursery place does not guarantee an offer of a reception place at the school.
The process of applying for a school place takes place one year later.

There is no right of appeal against non-admission to one of our nursery classes.

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 an Education Health and Care Plan (EHCP) which names Windhill21, Windhill Academy Trust will be admitted to the nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the Governors, in order:

Criteria 1

- a) Children in public care (Children Looked After) and children who were Looked After but ceased to be so because they were adopted (or became subject to a residence 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.

Criteria 2

Children whose parent is a permanent member of staff (see note (f)).

Criteria 3

Children who will have a sibling in the school at the time of admission. (See definition of sibling in note (d)).

Criteria 4

Children attending 5 morning or 5 afternoon sessions plus any number of additional sessions

Criteria 5

Any other children with priority to those living closest to Windhill21, Windhill Academy Trust.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the nursery class than the number of available places, the tie-break will be distance from the school. This will be a distance measurement provided by Hertfordshire County Council's "find a school" service on the Hertfordshire.gov.uk website.

Where there is a need for a tiebreaker 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.

Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children.
- b. The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

- c. In respect of 'Children Looked After', Home address and 'sibling' the Governors use the same definitions as Hertfordshire County Council. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d. A sibling means the sister/brother, half-brother/sister, adopted brother/sister, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.
- e. Every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.
- f. Children of staff will be considered in the following circumstances:
 1. where the member of staff has parental responsibility for the child and is employed at the school at the time at which the application for admission to the school is made, or
 2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

In the event of more applications than available places the school will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at the earliest possible opportunity.