



NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2026 - 2027

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 September following a child's third birthday.

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

ADMISSIONS PROCEDURES

Parents must apply for a place directly to Windhill21 using the school application form, available on the school website. This application form must be completed by Friday 6th March 2026 at the latest

Windhill21 will use the following timeline for processing applications:

Monday 12th January 2026	Applications open to apply for a place in our Nursery
Friday 6th March 2026	The application system for Windhill21 closes. Deadline for submitting supporting evidence (e.g. EHCP or Child Looked After)
Monday 9th March 2026	Late applications open
Monday 16th March 2026	Windhill21 will offer places directly to parents by email.
Friday 24th April 2026	Deadline for parents to accept places in writing.

Late applications received after the closing date will be considered after all on-time applications.

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.

HOW PLACES ARE OFFERED

In the event of there being more applications than available places, they will be allocated in the following order or priority:

Criteria 1

Children who have an Education Health and Care Plan (EHCP) which names Windhill21 will be admitted to the nursery class.

Criteria 2

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

Criteria 3

Children who will have a sibling attending Windhill21 at the time of admission.

Criteria 4

Children of a permanent member of staff at Windhill21.

Criteria 5

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

Criteria 6

Other children with priority given to those living closest to Windhill21.

Distance will be measured using Hertfordshire County Council's distance measurement system.

If two or more children have equal priority and live the same distance from the school, places will be allocated by random allocation.

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

If all places are filled, a waiting list will be maintained until the start of the Autumn term. Children will be ranked according to the oversubscription criteria above, not by the date the application was received.