

 <p>Primary School & Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Sep 2024</p> <p>Next Review: Sep 2025</p>
<p>Policy Title:</p>	<h2>Nursery Admissions 2026 - 2027</h2>	<p>Users: Staff, Governors, Parents</p>

Delegation of Authority

The governors delegate to the Headteacher the authority to oversee the implementation of the admissions policy, but the GB remains responsible for all decisions regarding applications for a place at the school.

Nursery Children

Local authority nursery schools and classes within Hitchin form part of the Hitchin Partnership. In order to provide consistency and simplify the process for parents, the partnership has agreed a timeline for admissions and a set of over-subscription criteria. All School Nurseries are responsible for their own Nursery Admission arrangements as well as for allocating places. Admission to Offley Endowed Primary School and Nursery is the responsibility of the Governors in liaison with The Headteacher.

Hitchin Partnership Timeline for Maintained Nursery Schools 2026/2027

Offley aim to follow the following timeline for processing applications to our school.

- **Feb 2026** Applications opened via school's website for a place at Nursery
 - **Mar 2026** Offers close for Offley Nursery school
 - **Apr 2026** Offers made to parents
 - **Apr 2026** Deadline for parents to accept/reject places
- Continued interest offers will be made after this date**

Our Nursery class takes place every morning and afternoon from 9am-12pm and from 12pm-3pm, term time only, in our Early Years Foundation Stage Unit. The School has places for 25 children in each session. 09:00-12:00 and 12:00-15:00.

Offley has three intakes into its Nursery class which is 1st September for children born between 1st April and 31st August 2023, 1st January for children born between 1st September and 31st December 2023 and 1st April for children born between 1st January and 31st March 2024.

Offley Endowed Primary School and Nursery offers 15 hours Free Early Education and also offers the additional 15 hours to provide 30 Hour childcare provision. The 15 hours can be used for all am sessions or all pm sessions.

Allocation of a place at Offley Endowed Nursery is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. Without this there can be no funding for a place in the Nursery.

<p><i>K Smith and G Philips - Joint Chair of Governors</i></p>	<p><i>Mr P Edwards - Headteacher</i></p>
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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.

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school place happens in the Autumn Term.

The offer of a Nursery place will be ONLY for a full-time place (mornings or afternoons, 38 weeks a year (Term time only)).

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may be different.

Should there be more applications than places, an agreed over subscription criteria will be followed.

Offley Endowed Nursery over-subscription Criteria for the School Year 2026/27

Places will be allocated in the following order:

1. Children in Public Care including all 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order.

*Children previously looked after from outside England and subsequently adopted.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
3. Children living in the parishes of Offley, Lilley or Hexton
4. Children who will have a sibling in the school at the time of admission
5. Children whose parents or guardians worship at the parish churches of Offley, Lilley or Hexton church, on at least one occasion every month, and have done so for the year prior to application.
6. Children whose parents or guardians worship at an Anglican church on at least one occasion every month, and have done so for the year prior to application.
7. Children whose parents or guardians worship at a non-Anglican Christian church on a least one occasion every month.
8. Any other children - distance from the school

Further details can be found in the school admissions policy.



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Proof of documentation to support any of the criteria above will be required

Additional Information

Section 324 of the Education Act 1996 requires the governing body 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.

Offley Endowed School cooperates fully with the LA's Fair Access Protocol for children who are hard to place.

Every effort will be made to accommodate twins and other 'multiple birth' applications whenever practically and legally possible, if the last available place is offered to one of a multiple birth family the rest can be admitted as permitted 'exceptions' to the Key Stage One legislation.

In the event of over-subscription in any one of the above categories, the tie-break will be distance from the school, measured using the computerised, 'straight line', mapping system operated by Hertfordshire County Council as described in their admissions literature and website

In respect of the following categories, the governors use the same definitions as the Local Authority (LA), set out in their booklet 'Starting School'.

- Category 1 A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (ref section 22(1) of the Children Act 1989).
- Category 2 A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children 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).
- Category 3 "Sibling" children who have a sibling on the roll of the school or at the time of application.
- Categories 4, 5, 6 If applying under these categories please ask the priest or minister to sign the supplementary form verifying the required level of attendance. By 'non-Anglican Christian church' the governors mean a church which is a member or is eligible for membership, of Churches Together in England or the Evangelical Alliance



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Continuing Interest List

In the event of more applications than available places, a tie-break will be used by applying the next rule to those children. If more children qualify under Criterion 4 than there are places available, priority will be given to those who live nearest to the Nursery as measured using Google maps straight line distance to the front entrance of the school. 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.

Parents are requested to inform the governors if they wish their child's name to be removed.

Appeals

There is no appeals process for admissions into Offley Endowed Nursery.



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Appendix 1:

SUPPLEMENTARY INFORMATION SHEET

NAME OF CHILD:

DATE OF BIRTH:

NAME OF PARENT/CARER:.....

PERMANENT HOME ADDRESS:.....

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.....
.....

HOME TEL:

Does this child have a statement of Special Educational Needs or EHCP? YES/NO

Is this child in Public Care (CLA)? YES/NO

For inclusion in category 3 of the admissions policy, please give details of your other children who will be attending the school in September 2026:

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For inclusion in categories 4, 5 and 6 of the Admissions policy **only**, please fill in the following:

NAME OF CHURCH:

NAME OF VICAR:

SIGNATURE OF VICAR:

SIGNATURE OF PARENT/CARER

.....

DATE: