



Malvern Way Infant and Nursery School

Nursery Admission 2020-2021

The Nursery admissions process for September 2020 is for children born between **1st September 2016 and 31st August 2017**. The Nursery intake will be administered by the school rather than centrally co-ordinated by Hertfordshire County Council.

Admissions will be considered using the following criteria:

Children with a Statement of Special Educational Needs/Education and Healthcare plan (EHC) which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

1) Children in public care (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). Adopted children must have been previously looked after by an English or Welsh local authority.

Evidence needed: Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

2) Children with a medical or social need

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

All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why the school applied for is the only one that can meet your child's need in a way that no other school can.

Evidence needed: Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child.

Professional evidence that outlines exceptional family circumstances making clear why only one school can meet your child's needs.

If the requested school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Evidence must relate specifically to the school being applied for under Rule 2.

A panel of local senior leaders will decide whether the evidence provided is enough to meet the requirements for this rule.

3) Siblings

Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides or a sibling who has accepted a place for entering Reception in September 2020 (existing sibling must be in Reception, Year 1, Year 2 or Year 3, Year 4 or Year 5 at our linked Junior school Little Green at the time of application)

4) Child's nearest school

Children for whom it is their nearest community or voluntary controlled school, or school/academy using HCC admission rules and / or definition of "nearest". This can include schools outside Hertfordshire. This can be checked using the [HCC's 'find my nearest school' website](#).

5) Closest to school (distance)

Children who live closest to the school are given priority.

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 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

'**Applicant**' is a child on whose behalf an application is being made.

'**Parents**' shall mean and include any person in loco parentis to the applicant.

'**Children in public care**' (children looked after) is as defined in The Education (Admission of Looked after Children) (England) Regulations 2005.

'**Sibling**' shall mean the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

'**Permanent home address**' shall mean the address provided as the child's current permanent address as at the closing date of application. The application can only be processed using one address. If the child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of their time. Both parent/carers must declare this individually in a letter sent with the application.

'**Distance measurement**' shall mean all distances will be a 'straight line' measurement from the postal address point of each individual house to the address point of the school. Distances will be calculated using [HCC's 'find my nearest school' website](#).

Late applications

Late applications will be dealt with consistently and not considered until after 2nd May 2020.

Additional information

Application forms, proof of child's DOB and address (original documents: passport, birth certificate, utility bill no older than 3 months or council tax bill from the last year) and any supporting documentation should be handed in to the school office Monday-Friday 8.00am-4.00pm.

As there is no statutory requirement for Nursery there is no right of appeal. Should an offer be made to you it will be necessary to reply by a given date. We will endeavour to contact you before this date to remind you, using the contact details you supply within your application. Should we not receive your notification of acceptance by this date the offer will be withdrawn. If you are not offered a place at the Nursery of your choice it means that other applicants have met the rules more than you have.

We do not offer morning and afternoon places, only a general place at our Nursery and then sessions are allocated in either the morning or afternoon according to the cohort needs. The Headteacher will consider requests for a specific allocation where there are *exceptional* circumstances. **This request should be made, in writing, at the time of acceptance of the Nursery place**. There is no guarantee that a request will be accommodated.

Please refer to the **criteria for applying for a 30 hour place** below:

- 1) My child is born between 1st September 2016 and 31st August 2017
- 2) We are eligible for a 30 hour Nursery place
- 3) Malvern Way Infant and Nursery School is our nearest school and/or children who have a sibling in accordance with section 3 above
- 4) I understand the 30 hour offer is not flexible and our child will be expected to have regular attendance at all sessions (95%+)
- 5) We will complete the Nursery admissions form and 30 hours application form
- 6) In the case of over-subscription governors will randomly select children to receive the 30 hour offer

Timeline

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| October 2019 | Leaflet sent to parents by HCC |
| Monday 3 rd February 2020 | Applications open |
| Friday 13 th March 2020 | Applications close |
| Monday 23 rd March 2020 | Places offered to parents via e-mail |
| Friday 27 th March 2020 9am | Deadline to accept 30 hour places |
| Friday 3 rd April 2020 | Deadline to accept 15 hour places |
| Friday 26 th April 2020 | Morning/afternoon sessions allocation notified to parents |