



Malvern Way Infant and Nursery School Admission 2017-2018

The online Nursery admissions process for September 2017 is for children born between 1st September 2013 and 31st August 2014. The Nursery intake will be administered by the school rather than centrally co-ordinated by Hertfordshire County Council.

The Governors of Malvern Way Infant & Nursery School will follow the admissions rules as stipulated in the Hertfordshire Admissions documents. As a Community School we will offer places according to Hertfordshire admission rules. These rules will be applied on a priority basis.

Parents may state their preference as to which Nursery class, school or centre they would like their child to attend in the years leading up to their fifth birthday. However, if there are not enough places available for all applicants places will be allocated in the following order of priority:

- 1) Children with a Statement of Special Educational Needs/Education and Healthcare plan which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.
- 2) Children in public care (children looked after)
- 3) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- 4) Other applicants where the following criteria are considered to determine priorities:
 - i) Children for whom it can be demonstrated that they have a particular medical or social need to go to a particular school.
 - ii) 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 2017 (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)
- 5) 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 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.

'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.

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

'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.

'Admissions Procedure' shall mean as an admitting authority the school's responsibility will be to apply the rules to each applicant and offer places up to the schools PAN (Published Admission Number) of 75.

'Medical or social need'

Rule 4 (i) applications will only be considered at the time of the initial application. All applications will be considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only Malvern Way School can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only Malvern Way School can meet the child's needs
- c. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at Malvern Way School essential. Evidence should make clear why only Malvern Way School is appropriate.

Applications under *Rule 4 (i)* can only be considered when supported by a recent letter from a professional involved with the child or family. For example, a doctor, psychologist or police officer. The supporting evidence needs to be at the school by **Friday 17th March** before applications close.

Additional information

Parents will need to ensure they complete the Local Authority online application form by the published deadline stating their preferences for a Nursery place. Parents can register and complete the application online at www.hertsdirect.org/nurseryadmissions. Parents without access to the online system should contact their Nursery of choice direct.

Parents should ensure that any supporting documentation has been sent to Governors. The application list is closed on the published date. This date is given by the Local Authority each year and can be found in the information sent to parents by the LA in late Autumn prior to application.

If fewer than 75 places are accepted the Governors will offer the place(s) to the next applicant on the original list - subject to receipt of a continuing interest form at the bottom of the allocation letter. When all places have been accepted from the original list the Governors will keep a continued interest list to include all remaining, confirmed applicants and any late applicants received. It is the responsibility of all parents on the continued interest list to keep the school advised of any change in circumstances. If a place should become available the admissions criteria will be applied in the numbered points order to all those on the list. A child's name will remain on the continuing interest list unless the school is instructed by parents/carers to remove it or when the pupil becomes too old for entrance to the school.

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. However, 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. Children are offered a place in the Nursery starting in the September of the academic year in which the child becomes 4.

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.

Timeline

Start of February 2017 - Leaflet sent to parents by HCC

Monday 6th February 2017 - Online application system opens

Friday 17th March 2017 - Online application system closes

Tuesday 25th April 2017 - Offers available for parents to view via the online system

Wednesday 3rd May - Deadline for parents to accept places

Monday 8th May - Morning/afternoon sessions allocation notified to parents