



# The Governing Body of Broxbourne CE Primary School

Mill Lane Broxbourne Herts EN10 7AY Tel: 01992 462419

## ADMISSIONS TO THE NURSERY (EY1) CLASS:

### INFORMATION AND PROCEDURE

#### Introductory Note

Broxbourne CE Primary School exists to serve the needs of the Church of England and other Christian churches as well as the wider community in the Broxbourne area. As a one-form entry Voluntary Aided school the Governing Body, who is responsible for establishing the School's aims and admitting the children, will admit **30 children** to the Nursery class in each academic year.

Every effort will be made to accommodate twins and multiple births. Where the last available place is offered to a twin or multiple birth places will also be offered to the other twin or sibling(s).

If there are more than 30 applicants, the Governors will offer places according to the list of criteria, detailed below, that have been agreed in co-operation with the Diocese of St Albans and Hertfordshire County Council. The School operates a **Continued Interest** list (waiting list) for all age groups in which there are no vacancies. Whenever a place becomes available, it will be offered in accordance with that list and with the published criteria as they apply *at the time of the vacancy*. (NB Length of time on the Continued Interest List or previous priority on the list will not apply.) A Supplementary Information Form is requested from in-year applicants.

Please read the School website for more information about the School and for an insight into its life.

#### CHECKLIST FOR PARENTS:

I/We have:

- read the School website
- noted the deadline dates for applying on-line via [www.hertsdirect.org/nurseryadmissions](http://www.hertsdirect.org/nurseryadmissions) and for returning the Supplementary Information Form
- completed the Hertfordshire Nursery Application on-line
- completed the School's Supplementary Information Form
- kept a copy of the Supplementary Information Form for my/our own reference
- enclosed an **original** current utilities bill
- enclosed a copy of the birth certificate which shows names of parents

**Section 324 of the Education Act 1996 requires the Governing Body to admit a child with a Statement of Special Educational Needs that name the school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.**

In the event of over-subscription the Governors will offer places according to the following order of priority:

*See note 1*

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|------------|--|---|
| Category 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 child arrangement order or a special guardianship order).  |   |
| Category B | Brothers and sisters of pupils at the School (not including the Nursery) at the time of admission.   | <i>See note 5</i>   |
| Category C | Children of those parents of the main Christian denominations who live and/or worship regularly within the Broxbourne district of the Parish of Broxbourne with Wormley (a map is available from the school office) and who at the time of application and for a <b>period of at least one year</b> previously have attended church at least 15 times, spread evenly over that period. | <i>See note 2</i><br><i>See note 3</i>                      |
| Category D | Not more than two places will be allocated to children of parents of the main Christian Denominations who are regular worshippers and do not live or worship in the area described in Category C and who at the time of application for a <b>period of at least one year</b> previously have attended church at least 15 times, spread evenly over that period.                        | <i>See note 2</i><br><i>See note 3</i><br><i>See note 4</i> |
| Category E | Any other children   | <i>See note 6</i>   |

Notes on the Criteria

1. If any category is **oversubscribed** the places will be determined in that category by using the Herts County Council 'measuring home to school' distance rule. Please note too that '**permanent home address**' means the address at which the child resides from Monday to Friday, not an accommodation address. In the case of a block of flats, the lowest number will be considered to be the shortest distance.
2. For applications in Categories C and D (church applications) parents are requested to return the Supplementary Information Form to the School signed by themselves and their clergy. Applicants who have attended more than one church in the previous year (e.g. owing to relocation) will need to provide written evidence from clergy of regular attendance at previous churches. The main Christian Denominations are defined by membership of 'Churches Together in England'.
3. In order to underline to parents the importance of regularity of attendance and worship, the Governors will measure the even spread of attendances on the following basis:
  - (i) evidence of a minimum of 15 recorded attendances in the year prior to the date of application; and
  - (ii) evidence that these attendances cover a minimum of ten months in the 12 month period commencing at least 12 months prior to the date of application.
4. In the event of places in Category D not being taken up they will be allocated to children in Category E.
5. 'Brothers and sisters' includes half brothers or half sisters, adopted brothers or sisters or children of the parent or partner living in the same house from Monday to Friday.
6. If two addresses are identical distances from the school, priority will be decided by drawing lots.

## HOW TO APPLY FOR A NURSERY PLACE AT THE SCHOOL

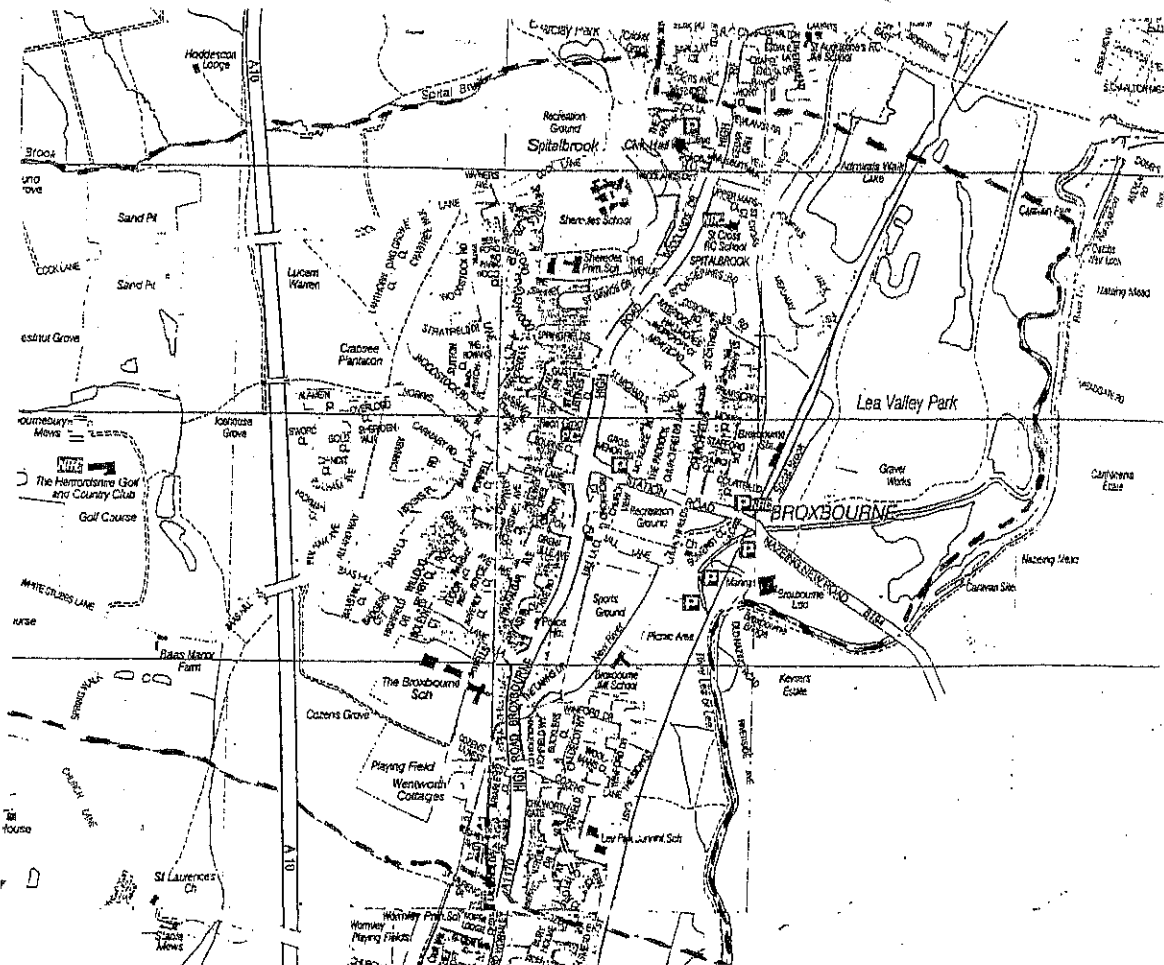
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|----|--|--------------|
| 1. | Apply on-line at <a href="http://www.hertsdirect.org/nurseryadmissions">www.hertsdirect.org/nurseryadmissions</a><br>(Applications open on 6 <sup>th</sup> February 2017.)   |              |
| 2. | Complete the School's Supplementary Information Form.  | See note i   |
| 3. | Return the completed Supplementary Information Form and a current (within the last three months) <b>original</b> utilities bill (for proof of address) and copy of the child's birth certificate to the School by 17 <sup>th</sup> March 2017. | See note ii  |
| 4. | The Governors' Admissions Committee will meet to consider all applications completed and received by the deadline. The Governors will offer places using their published criteria through the Hertfordshire County Council on-line system.     | See note iii |
| 5. | All applicants will be able to log on on 25 <sup>th</sup> April 2017 to see if a place has been offered .  |              |
| 6. | Applicants must accept a place on-line by 3 <sup>rd</sup> May 2017.  |              |

### Notes on the Application Procedure

- i. Parents/carers are requested to complete our Supplementary Information Form and return it to the school office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their admission arrangements using the information submitted on the Hertfordshire County Council on-line application only, which may result in your application being given a lower priority.
- ii. Please ensure the deadline is met.
- iii. Applications made after the deadline to Hertfordshire County Council will be considered in accordance with the Governors' criteria only after all on-time applications have been processed.

## General Notes

- a. In considering all applications the Governors of Broxbourne CE Primary School will admit any child with an EHC or Statement of Special Educational Needs and Provision that names the school, in accordance with the provisions and procedures of the 1996 Education Act.
- b. Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.
- c. **Nursery Class:** The Governors will admit 30 children to the part-time (mornings only) Nursery. Separate arrangements exist for Reception admissions; **a place in the Nursery does not automatically entitle any child to a place in the Reception class.** If you are intending to apply for a Reception (EY2) place please make yourselves aware of the criteria and the relevant notes, which can be found on the school website.
- d. A map outlining the Parish boundary can be found below.



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