



**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
- completed and signed the School's Supplementary Information Form
- kept a copy of the application form and Supplementary Information Form for my/our own reference
- enclosed an **original** current utilities bill

## ADMISSIONS CRITERIA 2019/20 –Nursery Class

**Section 324 of the Education Act 1996 requires the Governing Body to admit a child with a Statement of Special Educational Needs that names 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 4</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 closing date of applications and for a <b>period of at least one year</b> previously have attended church at least 15 times. | <i>See note 2</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 closing date of applications and for a <b>period of at least one year</b> previously have attended church at least 15 times.                    | <i>See note 2</i><br><i>See note 3</i> |
| Category E | Any other children.   |  |

### 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. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. 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 two years (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 the event of places in Category D not being taken up they will be allocated to children in Category E.
4. 'Brothers and sisters' include 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.
5. If two addresses are identical distances from the school, priority will be decided by drawing lots, which will be supervised by an independent witness.

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

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|----|---|--------------|
| 1. | Complete the School's Supplementary Information Form.   | See note i   |
| 3. | Return the School's Supplementary Information form and a current (within the last three months) <u>original</u> utilities bill (for proof of address) to the School by <i>date to be confirmed</i> .            | See note iii |
| 4. | The Governors' Admissions Committee will meet to consider all applications completed and received by the deadline. The Committee will follow the Governors' published criteria in the stated order of priority. | See note iv  |
| 5. | All applicants will be informed at the same time on <i>date to be confirmed</i> whether or not a place has been offered and where appropriate requested to sign a form of acceptance.                           |              |
| 6. | Applicants must accept a place by <i>date to be confirmed</i> .   |              |

### 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.

## General Notes

- a. 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.
- b. A place in the Nursery does not automatically entitle any child to a place in the Reception class.
- c. The school follows the 2012 School Admissions Code regarding twins and multiple births. If one of a multiple birth family is admitted as the last child, then the others will be admitted above the Published Admission Number.
- d. A map outlining the Parish boundary can be requested from the school office.