ADMISSIONS POLICY
NURSERY CLASS 2026/2027

Brockswood Primary and Nursery School has a nursery which forms part of the early year's unit. We admit 26 nursery children each September after the child's third birthday.

Each session will run from 8:40 am to 11:45 am. Any pupils that qualify for the extended hours provision will receive nursery education until 3:15 pm.

30 hour funding (6 hours a day)

All 3 and 4 year olds are entitled to 570 hours of free early education a year, which is equal to 15 hours a week for 38 weeks of the year. Some 3 and 4 year olds may be entitled to an additional 570 hours of childcare per year, which is equal to 30 hours a week for 38 weeks of the year. The 30-hour free childcare entitlement is available to working families who meet the eligibility criteria. Parents can check eligibility at https://www.beststartinlife.gov.uk/eligibility-checker.

Children staying beyond 11.45 am, will need to bring their own packed lunch, unless they pay for a school meal in advance, at a cost of £2.30 per day.

Applications will be processed as follows:

If the child is 3 on or between:	Applications to be made to nursery by:	Eligible for a nursery place at the start of the following term:
1 September 2023 and 31 August 2024	19 March 2027	Autumn Term (Sept 2027)

The admissions team will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. This is called the Nursery Admissions List. The school will allocate places according to the criteria below. Copies of supporting documents must be submitted with the application form for criteria a), b) and c) (listed below). Failure to submit supporting evidence will result in the criteria not being considered.

All applications must be submitted with copies of the following documentation;

1. Birth Certificate
2. Proof of address – two of the following: Council Tax Bill / Utility bill (no older than 3 months) / tenancy document (no older than 3 months) / Benefits statement / Bank Statement (no older than 3 months) – Please note that mobile phone bills are not accepted as proof of address

Parents and carers will receive a letter via email on **16th April 2027** if they have been allocated a place. Parents/carers are obliged to accept the place in writing within **seven** calendar days of the offer letter or the place will be withdrawn automatically and offered to the first child on the waiting list. Failure to accept the place within seven calendar days may mean a place is no longer available.

If after the offers have been accepted a place becomes available at the nursery it will be offered according to the published criteria and numbers available under each entitlement.

ADMISSIONS CRITERIA

Where the school receives more applications than places available then children should be admitted in the following order:

a) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority

b) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);

c) Children for whom exceptional social, medical or educational circumstances are demonstrated by the provision of independent, professional evidence.

d) Children with a sibling on roll at the school at the date of application, unless the sibling is in the last year of the school. i.e Y6.

e) Children who have a parent that is a member of staff at Brockswood Primary and Nursery School.

f) Other children living in the school's designated area.

g) Other children.

Where two or more addresses measure the same distance from the school (for example, in a block of flats), priority will be given to the address with the lower door number, as this is deemed to be on the ground floor and therefore closer. If two applicants share the same address, the final tie-break will be determined by random selection.

Brockswood will use https://www.freemaptools.com/distance-between-uk-postcodes.htm for calculating home-school distance measurements.

A place in Brockswood Nursery does not guarantee a place in Reception. Parents must apply to Hertfordshire CC for a Reception place in their chosen school.

This policy has due regard to the requirements of the Equality Act 2010.