



The Lea Primary School and Nursery

Admissions Policy

Policy Sign off

Reviewer	Date	Approver	Date
James Berry/Caroline Thomas	January 2023	TLC Committee (statutory)	January 2023
Next Review		January 2024	

The Governing Body of The Lea Primary School and Nursery has agreed to adopt Hertfordshire County Councils admissions criteria for in year admissions and Reception school starters.

At The Lea there are 3 possible admission times – admission into Nursery, admission into reception or an in year admission (this may be from in or out of the Hertfordshire LA).

Nursery admissions

Nursery intakes are administered by the school rather than centrally coordinated. Admissions form can be found on <https://lea-pri.herts.sch.uk/our-school/admissions/>

Introduction

The Lea Nursery is part of The Lea Primary School, a Hertfordshire County Council maintained primary school. Children can start our Nursery in the term after their third birthday and can attend Monday to Friday from 8.45 am – 11:45am

Families can access 15 hour free provision during these times. Information on this entitlement is available at www.childcarechoices.gov.uk. The Lea also offer an additional “lunch club” for Nursery children which runs from 11:45 – 12:30 at the cost of £5 per session.

Consideration of applications

The Lea will consider all applications for a place in its Nursery. Where fewer applications than the number of places available are received, The Lea will offer places to all those who have applied.

Parents of children with an EHC (Education, Health and Care) Plan 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 the child's fifth birthday. The Headteacher and SENCO will respond to any requests after investigating level of need and suitability of provision. The Lea is an inclusive school which will always aim to meet the needs of any child.

If there are more applications than places the following admission criteria will be used in the order set out below.

Rule 1: 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)

Rule 2: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 3: Children for whom it can be demonstrated that they have a medical or social need to go to the school.

Rule 4: 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).

Rule 5: Any other children.

If more children qualify under a particular rule 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 tie break 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.

IMPORTANT: admission to The Lea Nursery does not guarantee admission to the Reception class at The Lea Primary School. Please refer to the Hertfordshire Admissions Rules for The Lea Primary School and Nursery.

Registration Process

Parents who would like their child to attend The Lea Nursery should complete an application form found on the school website. This is submitted electronically and will be received via the school office.

Reception Admissions

Admissions for new entrants to Reception are processed by Hertfordshire County Council.

Parents can go to <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx> for more information.

The school adopts Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)*.

Rule 2: Medical or Social Children for whom it can be demonstrated that they have a particular medical or social need to go to the school*. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Linked School (This rule only applies to pupils who are currently attending an infant school which has a linked junior school¹.) In the case of junior schools, children who attend the linked infant school at the time of their application.

Rule 4: Sibling Children who have a sibling on the roll of the school or linked school at the time of application*. This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.

Rule 5: Nearest School Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy² using Hertfordshire County Council's admission rules.

Rule 6: Distance Children who live nearest to the school. Children not considered under rule 5 will be considered under rule 6.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

Tie Break

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the end of the summer term. To retain a CI application after this time, parents must make an In Year application.

Fair Access

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

In Year Admissions

Parents of children wanting to join the school mid-year should also go to <http://www.hertsdirect.org/services/edlearn/admissions> and complete the in-year admission form.

Infant class size

It's against the law for infant classes (Reception to Year 2) to be taught in a class with more than 30 pupils. This is taken into account when allocating school places and at appeals.

Appeals

Appeals for school places in Key Stage two can be used by a parent should a child joining a class take the number of the schools Published Admissions Number (30 children). The school will not support appeals unless of exceptional circumstances due to the small physical size of the key stage two classrooms. All appeals are managed via Hertfordshire county council.