



Norton St Nicholas CofE (VA) Primary School

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ADMISSIONS TO THE NURSERY CLASS 2026-27

Children born between 1st September 2022 and 31st August 2023 will be eligible to start at Norton St Nicholas Nursery in September 2026

ADMISSIONS POLICY

The Governors of the school are responsible in law for the admission of pupils. The Governors will apply their admissions arrangements to all applications they receive and will allocate final places by applying the ranking system.

Please note that admission arrangements for our Nursery and Reception classes are different. The admission arrangements detailed in this document only apply to Nursery and a new application is required for admission to Reception. Admission to Nursery does not guarantee admission to Reception.

The closing date for applications to be received by the Governing Body is Monday 2 March 2026.

The admissions process

- All applications **must** be made on the school application form. Parents/carers are requested to complete our application form and return it to the school office by the date given above. Please ensure that you complete the application form in full; if it is not fully completed, in particular Section 3, then the governors will rank the application under distance only, which may result in your application being given a lower priority than it should be.
- All applications should be completed via email correspondence. Please send applications to admin@stnicholas23.herts.sch.uk by Monday 2 March 2026 and you will receive an acknowledgement in return. If you are offered a place, this will also be done by email on Monday 16 March 2025. Offers must be accepted or declined by email by Monday 20 April 2025. In the event of no response by this date, the offer of a place will be withdrawn and offered to the next child on the continuing interest list.

Please note:

- *Attendance at the nursery does not guarantee entry to the main school.*
- *If you have more than one child going through the application process at the same time, you must make a separate application for each of them.*
- *If parents are unsuccessful in applying for a place, there is no appeals process for Nursery Admissions. A continuing interest list will be maintained until the end of the summer term.*

There are 26 places available in our nursery. In the event of over-subscription the Governors have adopted the following admissions policy. Where there are more applications than places, children will be allocated places according to the following policy and priority order:

Oversubscription criteria

Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or a special guardianship order.

Rule 2: Children with a sibling (as defined below) attending the school at the time of application.

Rule 3: Children of staff (as defined below).

Rule 4: Those children whose parents are entitled to and will accept 30 hours of free nursery care (as defined below).

Rule 5: Those children whose home is closest to the school as measured using a computerised, 'straight line', mapping system.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, priority will be given to those living closest to the school (see definitions).

Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

Definitions

Looked after children – as defined by LA

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, these settle the arrangements to be made as to the person with whom the child is to live.

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

*Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.*

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- I. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- II. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- a) a public authority,
- b) a religious organisation, or

c) any other organisation the sole or main purpose of which is to benefit society.

Special guardianship

This is an order made by the court that places a child or a young person to live with someone permanently and gives legal status for non-parents who are or wish to care for that child or young person in a long term secure placement.

The Adoption and Children Act 2002 introduced special guardianship and special guardianship orders.

Siblings

A sibling is defined as: the sister or brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner, or children looked after or previously looked after. In every case the sibling must be living permanently** in a placement within the home as part of the family household from Monday to Friday at the time of this application.*

A sibling must be on the school roll of the named school at the time of application. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

**Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

***A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.*

Home address

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications.

"Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Staff

Anyone who has been permanently employed by the school for a minimum of two years continuous service where the school holds the contract. The member of staff must be the biological or adoptive parent, or have other legal responsibility for that child, or have been cohabiting with the parent of the child throughout the two year qualifying period. The child must reside at the same permanent address of the staff member at the time of application. Clarification evidence will be requested.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system. The measurement is taken from the address point of your child's house to the address point of the school.

Further guidance notes

Fraudulent applications:

The school will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful
 - The family has returned to an existing property
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
 - Council tax information shows a different residence at the time of application
 - When a child starts at the allocated school and their address is different from the address used at the time of application