

Yewtree Primary School and Nursery

Nursery Admission Policy



TIMELINE:

1st November 2020

Parents can apply to Yewtree Primary School for a place in their Nursery for the academic year September 2021 to July 2022.

Parents to use the application form on the Yewtree Primary School website to apply for a place. An application can be emailed or a paper copy can be handed in to the school office.

12th February 2021

Nursery application closes for academic year September 2021 to July 2022.

13th February 2021

Parents for late applications can apply to Yewtree Primary School and will be placed on the Nursery waiting list if no places are available.

1st March 2021

Yewtree Primary School will make offers to parents for a place in the Nursery for the academic year September 2021 to July 2022.

1st April 2021

Deadline for parents to accept or reject offers the school has made to them for a Nursery place.

Viewing the Nursery

Due to COVID-19 we are currently unable to show families around our setting during school time. However, if you feel you a visit would be necessary we may be able to accommodate one parent to visit after 4pm on an appointment only basis. You would be shown around the outdoor learning environment by a member of the Senior Leadership or Early Years Team. Please contact the school office who will have a list of available dates and times. We would otherwise advise you to look on our school website where there are videos available for you to view of both our indoor and outdoor learning environments.

Eligible children

At Yewtree Primary School children can start school in the September after their third birthday. Children born between 1st September 2017 and 31st August 2018 can apply for a place at Yewtree Primary School Nursery to start in September 2021.

Admission arrangements

Yewtree Primary School runs a morning Nursery session from 8.45am until 11.45am.

Yewtree Primary School Nursery has space for a maximum of 30 pupils.

The hours are for term time only.

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.

15 hour place (3 hours a day)

Parents can apply for a 15 hour place from November 2020. Parents will be allocated a morning session from 8.45am-11.45am. However, if there are more applications an additional afternoon session from 12.00-3.00pm may become available.

Yewtree Primary School Nursery may be able to offer extended lunch club hours for 15 hour pupils. Parents would be required pay the school in advance if their child would like to attend the 11.45-12.45 lunch club at a cost of £5 an hour. Parents would need to provide their child with a packed lunch. Parents would have to request in advance which days their child would like to attend lunch club. Please contact the school to express an interest if this is something you would be interested in.

Over subscription criteria for Yewtree Primary School's Nursery

Yewtree Primary School will admit children with an EHCP (Education, Health and Care) Plan that names the school.

Parents can apply to Yewtree Primary School for a place in the Nursery class to start in the September after their third birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)
- b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) Other applicants where the following criteria are considered to determine priorities:
 - 1) 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 i.e. is in year 6.
 - 2) Priority will then be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker 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. Yewtree Primary School will use parent reception distance checker.

A place in Yewtree Primary School Nursery does not guarantee a place in Reception. Parents must apply to Hertfordshire County Council for a Reception place in their chosen school.



NURSERY APPLICATION FORM:
Yewtree Primary School and Nursery

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/ /	Gender:	M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/ stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Address:			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?</i>			Yes / No
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			Yes / No
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?</i>			Yes / No
Social or medical reasons <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			Yes / No
If you have a sibling at this school, enter their name and date of birth:			
Early years setting child attends or has attended (if applicable)			
I am applying for a 15 hour place, 3 hours a day, Monday to Friday.			Yes / No
Please comment on your choice of sessions and any other requirements here for the 15 hour nursery session:			
If you have any other requirements please enter here:			

Please complete the details for both parents if living at the same address:			
Parent/carer 1 details		Parent/carer 2 details	
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			
OFFICE USE ONLY:	Date Received:		
	Distance:		

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Yewtree Primary and Nursery School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: Date:

Thank you for completing this information. Please return to the school office by 12th February 2020.

Notes to parent - How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Yewtree Primary School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the GDPR. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.