



## **Beech Hyde Nursery Admissions Arrangements**

**2023-2024**

At Beech Hyde Primary School and Nursery, we value everyone as an individual. Our vibrant learning community provides a supportive, challenging environment that places equal importance on academic progress and the nurture of self-belief. We strive to help every child to reach their maximum potential and leave us as well-rounded, life-long learners, able to flourish in the next phase of their lives.

To help everyone achieve their best and succeed, we:

- Provide a warm, welcoming environment
- Embrace the diverse social and emotional needs of each child
- Deliver a broad and enriched curriculum that inspires every learner
- Develop a spirit of curiosity and actively encourage independent learning
- Promote the school's ethos of tolerance, respect and mutual support
- Trust the children in a wide range of duties to develop a sense of social responsibility

### **Admissions**

We warmly welcome new children into our Nursery. We currently have a 36 place nursery setting where we provide the option for parents to take up the 30 hour provision. We again currently run one 3 hour session with a maximum of 36 children per session. Within the 15 hour provision children are allocated spaces in the morning session according to the criteria drawn up by Staff and Governors. It is emphasised on information given to parents/carers when they select the Nursery that the choice of the session cannot be guaranteed to anyone in advance of the allocation process.

### **School Visits**

Our Headteacher, Ms Thomas, would be delighted to show you around the school and to view our Nursery building, facilities, and outside area. Please visit our [www.beechhyde.herts.sch.uk/admissions](http://www.beechhyde.herts.sch.uk/admissions) to find out when these will be in 2023, or contact Mrs Heather Wood in the main office to arrange a personal tour.

School nurseries, in line with all Private Voluntary and Independent providers have managed their own admissions from September 2018. Parents are invited to apply for their child's nursery place in the spring before the academic year that the child turns 4. Academic years run from September to August. Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the year leading up to the child's fourth birthday.

In the event of the school being over-subscribed, places will be allocated according to the school's admission rules and arrangements. Copies of these are available below or can be obtained from the school office.

### **1. Children with a Statement of Special Educational Needs (15 hours)**

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must admit children with an EHC (Education, Health and Care) Plan that names the school.

## 2. Children Looked After (CLA) (15 hours)

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).

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)

**Adopted** – under the terms of the Adoption and Children Act 2002 (section 46) The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible.

**Residence Order** – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling 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 in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order.

## 3. Siblings of Beech Hyde School and Nursery Children (15hours)

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 (Year 6).

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

## 4. Siblings of other schools in Wheathampstead (15 hours)

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 (Year 6).

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

## 5. Distance – (15 hours)

Children who live closest to the school. This will be at the discretion of the Governors.

## 6. Children for 30 Hours –

The 30 hour offer at Beech Hyde will be 08.30am – 2.30pm (6 hours). There will be a charge of £40 a week for optional provision until 3.30pm, the end of the afternoon session. 30 hours places can only be offered to parents when 15 hour places have been accepted, and are subject to availability.

### Procedure for Registering Interest for 30 hour places

Parents should register for a 30 hour place before a nominated date by email or in person to the school office. Families will be asked to provide their eligibility code to confirm that they are entitled to 30 hour funding as part of the process. Registration will not be possible without evidence of eligibility. Any registration requests received after the nominated date will be treated as *late applications, and added to the end of the list.*

**The link below enables parents to check whether they qualify for the additional funded hours and then register: they will then receive a code that they MUST be able to produce when registering with the school.** <https://www.hertfordshire.gov.uk/services/schools-and-education/childcare-andadvice-forparents/free-early-education-and-childcare/free-early-education-and-childcare.aspx>

30 hour places will be allocated using the criteria numbered 1 to 5 above, after the 15 hour places have been allocated.

## 7. Any other children

Where the school is oversubscribed, applications will be considered on a first come, first served basis. Children moving into the area who wish to join our school should be aware that we hold a continued interests list. The continued interest list for Nursery children who will be 4 this academic year, is held in school. If you wish to register your child please complete the registration form below and return to the School Office, Beech Hyde Primary School and Nursery, Nurseries road, Wheathampstead, Herts., AL4 8TP or online at [admissions@beechhyde.herts.sch.uk](mailto:admissions@beechhyde.herts.sch.uk)

### Criteria for allocation of morning and afternoon sessions for 15 hour places

In order to allocate morning or afternoon sessions, the school provides criteria which will be used in determining which session is allocated. This is subject to there being more requests for a session than places to be allocated. A Nursery Session Preference Form will be sent out to parents/carers for them to state their preference for a specific session, to identify if they meet any of the specified criteria and for them to provide evidence to support their choice. This form will be given out with the policy in the Nursery packs on induction. A deadline for submission of the forms will be set and forms will not be considered if they are received after this date.

Preference will be given to:

1. Any child who has a recognised special educational need, illness or disability that necessitates their place at a particular session. Advice from other professionals must be provided if requested to support an application under this criteria.
2. If family circumstances would be extremely difficult if not allocated the preferred sessions – e.g. Number of children under five in a family, illness or disability in the family which impacts on the child or carer, involvement with outside agencies, difficult child care arrangements.
3. Parents whose work commitments make it **impossible or extremely difficult** for the child to take up a place if not allocated the preferred session. Information on childcare arrangements and whether you are a single working parent would also be relevant. Attending college courses or training can also be considered if relevant.
4. Other family circumstances which may be taken into account include
  - impact of session allocation on older or younger siblings
  - individual personal circumstances not covered or not sufficiently extreme as to be mentioned above
  - parents work commitments other than identified above
  - Children's friendships already established prior to beginning school
  - shared transport or childcare arrangements for attending nursery
  - any other circumstances which will disadvantage the child or family if they do not receive their preferred allocation.

Parents may also choose to access 15 hours provision here at Beech Hyde, and then use another provider, such as a childminder, for additional hours. It is important to inform the school if a child is accessing extended provision in this way.

It may be possible for us to provide arrangements for your child to stay and have their lunch with us. The morning Nursery children would stay an extra hour and the afternoon Nursery children arrive an hour earlier. This would be at a cost of £6 per day and all children would be expected to bring their own lunches. Please let us know if you would be interested in this provision.

### Nursery Admissions Timeline

Please see the separate document at [www.beechhyde.herts.sch.uk/admissions](http://www.beechhyde.herts.sch.uk/admissions).



BEECH HYDE PRIMARY SCHOOL AND NURSERY

Nursery Application Form

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _		
Birth Certificate Document 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:			
OFFICE USE ONLY:	Date Received:		
	Distance:		
<b>Special Educational Needs</b> Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?			Yes/No

<b>At risk</b> 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)	Yes/No
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<p><b>Children in Public Care</b></p> <p><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></p>		<p><b>Yes/No</b></p>				
<p><b>Social or medical reasons</b></p> <p><i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i></p>		<p><b>Yes/No</b></p>				
<p><b>If you have a sibling at this school, enter their name and date of birth:</b></p>						
<p><b>If you have a sibling at another Wheathampstead school, enter their name and date of birth:</b></p>						
<p><b>Early years setting child attends or has attended (if applicable)</b></p>						
<p><b>Tick the days you want your child to attend:</b></p>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
AM						
PM						
All Day						
<p><b>If applying for 30 hours free childcare, please provide your HMRC code:</b></p>						

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**

<b>Daytime:</b>		<b>Mobile:</b>	
<b>I confirm that the details above are correct to the best of my knowledge.</b>			
<b>Signature of parent/carer:</b>			

**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 Beech Hyde Primary School and Nursery 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 27<sup>th</sup> February 2023**

**Notes to parent/ Carer**

**How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing for to Beech Hyde Primary School and Nursery, 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 Data Protection Act 2018. 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.