HARTSBOURNE PRIMARY SCHOOL

Nursery Admission Arrangements for

Hartsbourne Primary School for 2027-28 Provision

Hartsbourne Primary is able to provide 15 hours of free early education for three and four year olds, who wish to take up their entitlement. From September 2017 an additional 15 hours of free education and care has been available to children whose parents qualify.

All children from the term after they are three are entitled to 15 hours of free early education for 38 weeks per year (term time only) until they start full-time school. Hartsbourne will offer at least 13 places have to children entitled to 30 hour provision and then fill the remaining places in accordance with the following criteria:

Hartsbourne operates a single intake to the nursery in September, enabling children to take up their nursery place in the September following their third birthday. However, if spaces are available consideration will be given to accepting children who have turned three in January. Where applications for places exceed the standard number of places available, the School admissions criteria apply. A Nursery Admissions Committee made up of a Governor, the headteacher plus the Office Manager responsible for admissions, meets to ratify the offer of places to Nursery and make a decision about those families who have applied for a place under Rule 2. There is no appeals process for nursery admissions

Key Dates

Applications Open	Monday 9 November 2026
Deadline to submit your application	Friday 15 January 2027
Offer emails sent to parents/carers	Week beginning 22 February 2027
Deadline to accept place and return paperwork	Thursday 18 March 2027

Applications should be made direct to Hartsbourne Primary School.

Please note that dates this year are slightly later than other local schools, however moving forward we will work to their same time scales.

Criteria for Admissions to Hartsbourne Nursery

Parents must apply directly to the Nursery school for a place and places will be allocated following the school's criteria.

Rule 1: 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.

Rule 2: Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order.

Rule 3: 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 4: Sibling Children who have a sibling on the roll of the school or linked school at the time of application*.
Rule 5: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
Rule 7: Nearest School Children for whom it is their nearest community or voluntary-controlled school.
Rule 8: Distance Children who live nearest to the school. This measure will be obtained using Google Maps, walking details will be used. The route with less miles will be used. 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.
Rule 9: Any other 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.

Oversubscription criteria to Hartsbourne Nursery
Should the Nursery be oversubscribed the following criteria for admissions will apply in the following order of priority:
Rule 1: EHC (Education, Health and Care) Children with a statement of Special Educational Needs which names the schools will be allocated a place in accordance with Section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school. Rule 2: Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order.
Rule 3: Medical or Social Children for whom it can be demonstrated that they have a particular medical or social need to go to the school*. STATUTORY Page 3 of 9 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 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.
Rule 5: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
Rule 6: Nearest School Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy
Rule 7: Distance Children who live nearest to the school. This measure will be obtained using google maps, walking details will be used. The route with less miles will be used. Children not considered under rule 5 will be considered under rule 6.
Rule 8: Any other 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.

Continuing Interest
After places have been offered, Hartsbourne will maintain a continuing interest (waiting) list. 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.

Explanatory Notes and Definitions for admissions in 2027/28

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admissions 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[1] or a special guardianship order[2]

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement 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)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

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.

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. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

[1] Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

[2] 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 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 "Virtual School"

The child's previously looked after status will be decided in accordance with 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.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

Rule 2 applications will only be considered at the time of the initial application, unless there has been a

significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school. Few applications under Rule 2 are agreed

All applications are considered individually but a successful application should include the following:
a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
c. If the requested school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.

d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol.

Definition of sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after[1] and in every case living permanently[2] 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 roll of the named school at the time the younger child starts or have been offered and accepted a place.

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.

[1] 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.

[2] 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.

Multiple births

The school as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at a school.

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 Where a family has not lived at the address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

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, parents/careers should make a single joint application naming on address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2024/25 transfer application process is 2nd December 2023 for secondary and upper applications and 1st February 2024 for primary, junior and middle applications . If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2024/25 application process in September 2023.

* If, because of the nature of the agreement, it is not possible to provide a 12* month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

Fraudulent applications

The school will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as

necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. The school will take action 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;
    - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

Definition of "nearest school"

The definition of "nearest school" includes all schools except those which allocate places on the basis of faith (membership or practice) before allocation on the basis of distance/location.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is

for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases' the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these

cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The school will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 February 2024 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEa (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access state-funded schools unless they fall within certain immigration categories.

False Information

Sessions allocated can be changed after offers have been made if it is found that the offer was made on the basis of false information.

Data Protection

All personal data will be processed by Bushey Heath Primary School in accordance with the Data Protection Act 1998. This data will be used for administrative purposes only, so that the school is able to manage its admissions effectively.

Additional Hour Charges

Terms and Conditions for Additional Hours and Lunch Club

Additional hours in nursery are offered subject to availability. At the start of the academic year, priority is

given to working parents (proof from employer may be required) and, thereafter, places will be allocated on a ‘first come, first served’ basis. Where availability remains, ‘one-off’ or ad hoc sessions may be requested.

In order to maintain staff ratios we cannot offer alternative pick up/ drop off times except in the case of medical appointments – please see our Attendance Policy for full details.

A charge of **£25.00** is made for each additional session. This charge will be reviewed annually.

Hours:

08:45 - 11:45

08:45 - 15:00

Additional hours

• All additional sessions must be arranged and agreed in advance with the school. The school office can advice on availability.

• Invoices will be issued at the beginning of each term and payment is expected in advance of the term start.

• Notice in writing must be given a minimum of four weeks before the end of the half term if the additional sessions are not required in the following half term.

• Refunds and credits will not be given for days where a child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability.

Payment of nursery fees

Payment of nursery top-up may be made via:

a) BACS transfer

b) Childcare Vouchers

If payment is not received by the due date/s, a reminder email will be sent out. If payment is not received by the last day of the half term, parents will be advised that their child will not be accepted for additional sessions when school resumes.

30 hrs Funded

• For details on how to register and check for eligibility for the 30 hours visit:

https://www.childcarechoices.gov.uk.

• At Hartsbourne Primary School we will be offering 30 hours places on a strictly first come, first served

basis for those who commit to using the full 30 hours at Hartsbourne Primary School. • Once you have

been formally offered a 30 hours place by the school, send in your verification code for 30 hours,

parents' NI numbers and consent as above to parents@hartsbourne.org.uk Completed parent declaration forms will also be required.

• The full 30 hour places hours are 8.45-3.00 Monday to Friday