



Leavesden Green JMI School and Nursery Nursery Admissions Policy 2018/19

Leavesden Green JMI School and Nursery has a nursery admissions number of 30. We offer 15-hours of provision per week, 8.50 – 11.50am.

In addition, we offer a lunch club at the cost of £5 per session per day from October half term or from January (depending on the age and skills of each individual child). The lunch club sessions end at 12.45pm.

Session Rules for applying for a nursery place

The rules will be applied in order.

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

Parents 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 fourth birthday. If there are fewer applications than places available at a school all applicants will be admitted. If there are not enough places available, places will be allocated in the following order of priority.

Oversubscription Criteria

- 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 for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - 2) Children who have a sibling at the school or linked 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.
 - 3) Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

Tie break

If more children qualify for admission than there are places available following the above criteria, 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.

Process of Applying for a nursery place at Leavesden Green JMI School and Nursery.

- Please complete an application form and email, hand it in, or post it, to the school office by 25 February 2019.
- All applications received will be processed by each school during the week beginning 25th February and the over subscription admission rules will be applied if necessary.
- Parents will be notified by the school if they have been offered a place or not by letter which will be posted (2nd class) on Monday 4 March 2019.
- Parents have until Friday 22 March 2019 to accept the offered place. If they have not been offered a place in any of the nurseries they applied to, they will need to phone all nearby nurseries to see which ones have space.

The timeline for Watford schools nursery admissions is as follows:

Deadline to apply to your chosen school/s	Monday 25 February 2019 - 9am
Offer letters sent by schools to parents/carers	Monday 4 March 2019 (2 nd class post)
Deadline to accept place and return paperwork to chosen school	Friday 22 March 2019 - 9am

Date agreed: Autumn 2018

Review date: Autumn 2019