



Leverstock Green CE (VC) Primary School

Striving for excellence; caring for the individual.

Nursery Admissions Policy 2025 - 2026

Leverstock Green CofE (VC) Primary School

Policy Review

This policy will be reviewed in full by the Governing Body every year.

The policy was last reviewed and agreed on 3rd July 2024

It is due for review in July 2025.

Signature

Date

Head Teacher

Signature

Date

Chair of Governors



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NURSERY ADMISSIONS POLICY 2025 - 2026

Responsibility for Admission into the Nursery Class

Responsibility for making decisions regarding nursery admissions to the school lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this policy are followed.

Age Range

The Nursery class at Leverstock Green CE Primary School provides early education for a maximum of 30 pupils from the term following their third birthday. It is anticipated that the majority of pupils will join the school at the beginning of the Autumn term, with others joining in January or April.

Child's 3 rd birthday falls between:	A place may be accessed from:
1 st January and 31 st March	Start of the Summer term
1 st April and 31 st August	Start of the Autumn term
1 st September and 31 st December	Start of the Spring term

NURSERY SESSIONS

Parents/carers will be offered the choice of 30 hours (08:40 – 14:40 Monday – Friday) or 15 hours (08:40 – 11:40 Monday – Friday) term time only. Children will be expected to attend all sessions and no other combination will be offered.

All three year olds are entitled to 15 hours free childcare but not all families are eligible for 30 hours funding. Parents/carers not entitled to 30 hours funding but who wish to take up this option may pay for the additional 15 hours (payment required in advance, either by electronic payment or tax free child care vouchers.)

30 Hours Funded Childcare

Parents and carers may use their 15 or 30 hours entitlement for their Nursery place at Leverstock Green. For many years we have worked closely with other day care providers and several local childminders in the area to ensure that families who need additional child care can access all types of provision. Further information about other providers in the local area can be found on www.hertfordshire.gov.uk/nurseryadmissions

AFTER SCHOOL CARE

In setting this policy, the board of governors recognises the challenge presented to parents/carers who may also have older pupils at the school. In order to support these families, a short after school child care option will be available to Nursery families to enable them to collect their child just before their older sibling (3:10). This is optional and in addition to the 30 hours provision and must be booked and paid for in advance. (Further information will be made available in the admission pack for successful applicants.)



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Application Process

Parents and carers must apply for a Nursery place by completing an online application form, available on the school website. The application form must be completed by 10am on 14th March 2025 and an automatic acknowledgement will be sent.

The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. This is called the Nursery Admissions List. The Headteacher and governors will allocate places according to the criteria below. Copies of supporting documents must be submitted with the application form for criteria 1, 2 and 4. Failure to submit supporting evidence with the application will result in the criteria not being considered. Parents and carers will receive a letter via admissions@leverstockgreen.herts.sch.uk on 30th April 2025 if they have been allocated a place. Parents/carers are obliged to accept the place in writing within seven calendar days of the offer letter or the place will be withdrawn automatically and offered to the first child on the waiting list. Failure to accept the place within seven days may mean a place is no longer available.

NB Allocation of a nursery place does not guarantee a place in Reception. Applications for Reception are managed by Hertfordshire County Council and it is the responsibility of parents/carers to apply separately. Parents/carers of children born between April and August may choose to defer their Reception application and keep their child in Nursery. In this case, parents/carers must notify the Headteacher in writing before 31st March.

Criteria

Admission to Nursery is based on the expression of parent/carer preference. If there are more applications than places available, the following criteria will be applied (in order of priority):

1. 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. (Evidence must be submitted with the application in order to be considered.)
2. Children with exceptional social, educational or medical needs which can ***only*** be met by Leverstock Green CE Primary School, as identified by professionals; such as a child protection plan or education health care plan. (Evidence must be submitted with the application in order to be considered.)
3. Children of school staff.
4. Children with siblings in the school who will still be on roll in September 2025.
5. Children whose parents/carers request 30 hours provision.
6. All other children in order of distance (as measured using the distance calculator on Herts Direct.)

Evidence for criteria 1, 2 and 4 must be submitted with the application. Failure to do so will result in the criteria not being considered. The school will not send any reminders.

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. If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the school as identified by the distance calculator on Herts Direct. Where there is a need for a tie break



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where two addresses measure the same distance from the school, for example in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie break will be random.

Waiting List

If there are more applications than the number of places available, parents/carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

Right of Appeal

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.

Data Security

We take our data security responsibilities very seriously. We will only communicate with the first parent/carer named on the application form. Application forms for successful applicants will be stored in the child's educational record. Applications from unsuccessful parents/carers who wish to be on the waiting list will be kept for a maximum of 12 months or until a place becomes available.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share data with any third party other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send parents/carers advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or benefits a child, and our local family centre who support the local authority by assisting families to access the services that children are entitled to.



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APPENDIX A

NURSERY APPLICATION FORM

PLEASE TYPE OR USE BLOCK CAPITALS		
I wish to apply for (please select)	Monday – Friday 08:50 – 14:50	
	Monday – Friday 08:50 – 11:50	
Child's 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/step-parent/social worker)		
Your child's permanent address (at the time of application)		
Address		
	Post code	
Children in Public Care Is your child looked after or was previously looked after and is now adopted or has a child arrangements or special guardianship order? <i>(Please provide evidence with this form.)</i>	YES / NO	
Special educational needs Does your child have a statement of special educational needs or Educational Health Care Plan (EHCP)? <i>(Please provide evidence with this form.)</i>	YES / NO	
At risk 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? <i>(Please provide evidence with this form.)</i>	YES / NO	
Social or medical reasons Do you have a particular medical or social need for your child to attend this school? <i>(Please provide evidence with this form.)</i>	YES / NO	
If your child will have a sibling at this school in September 2024, enter their name and date of birth		
Early years setting your child currently attends		
Your HMRC number for 30 hours free childcare		
If you have any other requirements, e.g. known allergies, please enter them here		



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Please complete the details for both parents/carers if living at the same address		
	Parent/carer 1	Parent/carer 2
Title		
Forename		
Surname		
Date of Birth		
National Insurance Number		
National Asylum Support Service (NASS) Number (if applicable)		
Address	Post code	
Email address		
Telephone number		
DECLARATION <p>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 admission purposes.</p> <p>I agree to Leverstock Green CE Primary 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.</p> <p>I understand that the completion of an application form does not guarantee a place in the nursery class.</p> <p>I understand that, if offered a place in the nursery class, I will have to apply separately for a place in Reception.</p>		
Signature or parent/carer 1		
HOW THIS FORM WILL BE USED <p>By completing this form and signing the declaration you are agreeing to Leverstock Green CE Primary School, if it is oversubscribed, to check whether your child's details meet the school's published admission rules and if s/he can be offered a nursery place.</p> <p>Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998 and General Data Protection Regulation 2018. We will not use the data for any other purpose, nor will we share your data with any third party 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 benefits your child, and your local family centre who support the local authority by assisting families to access the services that children are entitled to.</p>		
OFFICE USE ONLY	Date received	
	Distance	



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APPENDIX B

Green Lane,
Hemel Hempstead,
Herts,
HP2 4SA

Tel 01442 406520

Dear

Nursery Application for September 2025

I am writing to offer a (30/15 hours) nursery place at Leverstock Green CE Primary School.

Enclosed with this letter is an allocation response form that you must return to Leverstock Green CE Primary School within seven calendar days of the date of this letter. If you do not respond to the offer within seven calendar days, the place will be withdrawn automatically and offered to someone else.

Please note that the offer of a nursery place does not guarantee a Reception place in the school for your child. You must make a separate application for a Reception place in the Autumn.

Yours sincerely,

Victoria Burgess
Headteacher

NURSERY ALLOCATION 2025

Child's name _____

I wish to accept/reject the offer of a nursery place for my child at Leverstock Green CE Primary School.

Signed (parent/carer)

Date