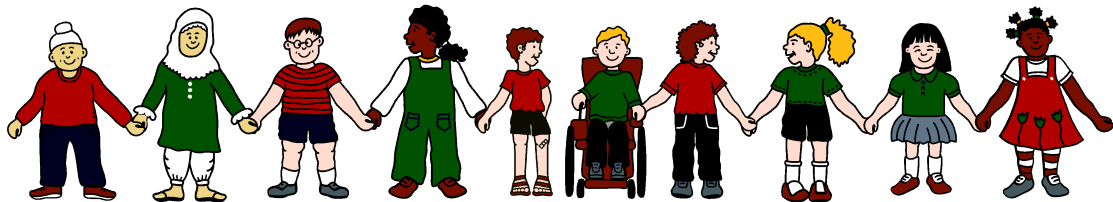


**THE GILES  
NURSERY  
AND  
INFANTS' SCHOOL**



**Nursery Class Admission Policy**  
**For Admission in 2025-26**

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### **Nursery Class Admissions Policy**

The Giles Nursery School has responsibility for processing all applications for Nursery. The school is committed to providing as many places as possible to children from the local community. All places are subject to availability and staffing, and are offered at the sole discretion of the Headteacher. The core offer is for three-to-four-year-olds who will access 15 hours free provision for 38 weeks a year. Some children may be entitled to funding for 30 hours; please note this on your application form. Further information on eligibility may be found at: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

If you would like to apply for a Nursery place for your child, a paper application form can be obtained from the School Office or can be downloaded from the Admissions page under the 'Key Information' section on the school's website at [www.gilesnurseryandinfants.co.uk](http://www.gilesnurseryandinfants.co.uk)

Completed applications should be returned to the school office by hand, by post or by email at [nurseryadmissions@gilesinfants.herts.sch.uk](mailto:nurseryadmissions@gilesinfants.herts.sch.uk)

As this is a school, the Nursery annual intake is in September. We will, however, consider additional intakes at the start of the spring term for children who meet the entry criteria.

Any such additional children entering school mid-year would be early joiners, entering school prior to the start of their Nursery year entitlement. These places will therefore only be available for children who are very school-ready, confident, and able to go to the toilet independently. Children seeking an early place, will be invited to visit our Nursery together with a parent for a play session. **Offers are at the discretion of the Headteacher and subject to staffing and availability.** This earlier provision is not an entitlement, but an opportunity if your child is socially and emotionally ready for a school experience rather than playgroup or early provision.

#### **Applying for a Nursery Place Starting in September 2025**

Parents of children born between 01/09/2021 and 31/08/2022 can apply directly to the school, using the school's application form, from 1<sup>st</sup> November 2024.

A paper application form can be obtained from the School Office or can be downloaded from the Admissions page under the 'Key Information' section on the website at [www.gilesnurseryandinfants.co.uk](http://www.gilesnurseryandinfants.co.uk)

Completed applications should be returned to the School Office either by hand, by post or by email at [nurseryadmissions@gilesinfants.herts.sch.uk](mailto:nurseryadmissions@gilesinfants.herts.sch.uk).

#### **Applying for an early Nursery Place starting in January 2025**

Parents of children born between 01/09/2021 and 31/12/2021 can apply directly to the school, using the school's application form.

A paper application form can be obtained from the School Office or can be downloaded from the Admissions page under the 'Key Information' section on the website at [www.gilesnurseryandinfants.co.uk](http://www.gilesnurseryandinfants.co.uk)

Completed applications should be returned to the School Office by hand, by post or by email at [nurseryadmissions@gilesinfants.herts.sch.uk](mailto:nurseryadmissions@gilesinfants.herts.sch.uk).

If places are available, children will be invited to Nursery to attend a 1-hour session in December 2023. During this session, children will be assessed by staff and the Headteacher as to their social and emotional readiness to start their Nursery education in January 2024 rather than the following September. **Any offers will be at the sole discretion of the Headteacher whose decision shall be final.** Children in whose best interest a later start in September would be more beneficial will automatically have their application transferred to the admission process for September 2025.

Please note that while we will consider parental preference for morning/afternoon/30 hours any offer of a Nursery place is subject to availability and therefore cannot be guaranteed.

### **In-year / Casual Admissions to Nursery**

Children may be admitted to Nursery throughout the year, subject to place availability. This usually applies to families moving into the area. Enquiries to be made to the school office.

### **30 Hours Childcare Support**

Working families may qualify for funding for a further free 15 hours under the Government's 30 hours free early years education and childcare scheme.

Further information on eligibility criteria and how to apply can be found at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Children become eligible for the further free 15 hours in the funding period after their third birthday and will be issued a voucher code for 30 hours **before** the period starts. Parents can apply for funding when the child is 2 years and 36 weeks old. The child is then eligible for a place until they start full time school, by the term after their fifth birthday (as long as the parent completes all reconfirmation checks with HRMC to remain eligible).

For children starting in either September or January, places will only be offered once an initial eligibility code has been obtained, verified and confirmed. These places are offered as part of the 60 morning/60 afternoon allocation, subject to availability and for term-time only. **30 hour places for children starting in mid-year will be offered at the sole discretion of the Headteacher.**

Subject to availability, we can also offer parents who are not eligible under the 30 hours' scheme the opportunity to purchase additional sessions should they wish to. Further information about this can be obtained from the school office.

**Parents must revalidate their code every three months, prior to the next school term. Parents must provide school with the code as soon as possible otherwise, they may be charged for sessions. A reminder to revalidate the code will be sent by HRMC.**

### **Provision of Places at the Giles Nursery**

The Giles Nursery is able to offer:

- 60 morning places, five mornings a week for 38 weeks a year (15 hours)
- 60 afternoon places, five afternoons a week for 38 weeks a year (15 hours)

Morning sessions run between 8:30 – 11:30 am. Afternoon sessions run between 12:30 – 3:30 pm.

We run a lunch club between 11:30 am – 12:30 pm which is part of the free 30 hours' provision and optional subject to a small charge for 15 hours' pupils.

N.B. As the 30 hours' provision includes lunch clubs, the full 30 hours provision runs from Monday 8:30 am, up until 10:30 am on Fridays. Parents have the option to collect their child at 10:30 am or purchase extended hours, either until the end of the morning session (11.30am), or until the end of lunch club (12:30 pm) or until the end of the afternoon session (3:30 pm).

Wrap-around care may be available through our Breakfast and After School Clubs which provide for an 8 am start and a 6:00 pm finish. Please note that places for nursery-aged children are limited due to staffing requirements. Please visit our website for further details.

### **Key dates for September 2025 Nursery Admissions**

Date from which applications can be submitted	1 <sup>st</sup> November 2024
Closing date for applications	Friday, 7 <sup>th</sup> February 2025
Place offers made to parents	Friday, 14 <sup>th</sup> February 2025
Deadline for accepting / declining offers	Friday, 7 <sup>th</sup> March 2025
Final allocations/acceptances of 30 hours' places	On receipt of verified eligibility code valid for September 2025 entry into Nursery

Parents need to accept or reject a place in writing (including email) by Friday, 7<sup>th</sup> March 2025. If no response is received the place may be re-allocated to the next person on the waiting list.

### **Summer Born Children – deferral of Reception places**

Parents of summer born children due to apply for Reception the following September, may under certain circumstances be eligible to apply for their child to stay in Nursery for a second academic year (i.e., until the term in which the child turns five). For summer-born children, this would mean one further full year in Nursery. Deferring entry into school has a significant effect on the child's school career and requires thorough consideration and may only take place after discussion and formal approval in writing in advance by the Headteacher.

Parents of summer-born children (those whose birthdays fall between 1<sup>st</sup> April and 31<sup>st</sup> August) considering this option must arrange a meeting with the Headteacher to discuss the possibility. This option will only be open until the end of the spring term (i.e., prior to the Easter break) so if it is being considered, please contact Mrs Mendel well in advance of this date.

### **Funding for Summer Born Children Staying in Nursery**

All summer born children will receive 15 hours of Nursery education up to and including the term, they turn five. If parents are eligible to receive 30 hours childcare, they can continue to claim this up to and including the term their child turns five. If parents are not eligible to receive 30 hours funding, they can pay for additional hours. Please speak to the School Office about this.

### **Oversubscription Criteria for Admissions to The Giles Nursery**

In the event of oversubscription children will be placed on a continued interest list and should a space arise it will be offered in accordance with the school's admissions criteria.

If there are fewer applications than places available all applicants will be admitted. Should The Giles Nursery and Infants School be oversubscribed the following criteria for admissions will apply in the following order of priority:

- Rule 1:**       **Children Looked After** by the Local Authority, including all children who were previously looked after, including children who were then adopted (or became subject to a child arrangements order or a special guardianship order) and/or children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Rule 2:**       **Medical or Social Needs** – children for whom it can be demonstrated that they have a particular medical or social need to go to The Giles Nursery. *Professional evidence will need to be provided to meet the requirements for this rule. Applications without this evidence will be rejected.*
- Rule 3:**       **Sibling Children** who have a sibling on roll at The Giles Nursery and Infants' School or Giles Junior School at the time of application and when the child starts.  
'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 and in every case living permanently 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 roll at the school at the time the younger child starts or have been offered and accepted a place
- Rule 4:**       **Nearest School** – children for whom this school is the nearest. This rule includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.
- Rule 5:**       **Distance** - Children who live nearest to the school. Children not considered under the 'nearest school' rule, will be considered under the 'distance' rule. This measure will be obtained using google maps and walking details will be used. The route with fewer miles will be used.
- Rule 6:**       Applicants who are children of a parent who is a permanent member of the school staff.

### **Tie Break**

Admission rules are applied in order. If more children qualify for an Infants' school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. A tiebreak will also be used of 2 applications where two different addresses are the same distance from a school, in the case of a block of flats, for example. In this case 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 tiebreak will be random.

## APPENDIX A

### Frequently Asked Questions for Parents

**Hertfordshire County Council does not coordinate the school nursery admissions process. The introduction of flexibility and the range of choices available to parents mean that coordination is no longer effective as an overall county process.**

#### Is my child the right age?

The Giles Nursery admissions process for September 2025 is for children born between 1 September 2021 and 31 August 2022. The Giles Nursery admissions process for January 2025 is for children born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> December 2021.

Hertfordshire County Council has a duty to provide universal access to 15 hours a week of free early education provision for all three and four year olds. This provision would normally be three hours per session five days a week spread across either all mornings or all afternoons for 38 weeks September – following July. Parents eligible to access the funding for 30 hours' free early education may be offered 30 hours spread across five days a week also for 38 weeks a year.

Children do not have to be in full-time education until the term after their fifth birthday and can remain at this type of provision until that time.

If places are available and at the headteacher's discretion, it may be possible to admit children in the term after they turn three during the course of the year.

#### How do I apply for a place at The Giles Nursery?

Ask for an application form from our main school office (telephone: 01438-359747) or download one from the Admissions page under Key Information on our website: [www.gilesnurseryandinfants.co.uk](http://www.gilesnurseryandinfants.co.uk)

#### When do I need to apply?

For your child to start at the Giles Nursery in September 2025, you can submit your application via email or post **any time from 1<sup>st</sup> November 2024**. Places will be allocated in line with the admissions criteria as published in the school policy. For your child to start at the Giles Nursery in January 2025, you can submit your application via email or post any time from 1<sup>st</sup> November 2024.

#### Can I apply online?

No. Completed applications can be submitted by hand, by post or via email at [nurseryadmissions@gilesinfants.herts.sch.uk](mailto:nurseryadmissions@gilesinfants.herts.sch.uk)

#### Will I receive information?

Yes. Information from the local authority will be sent directly to parents in October/November 2024 giving key information regarding Nursery admissions.

#### Where can I get further information?

Parents should ring our office on **01438-359747 to book a visit** to our Nursery. Open visits operate from November 2024 through to February 2024 – places on the tours may be booked online, using the link on the school website.

**If I secure a Nursery place at The Giles Nursery does that guarantee my child a place at Reception in a year's time?**

No. You will need to apply for a place at Reception via the Hertfordshire Admissions process. Having a place at our Nursery does not guarantee a place in our Reception.

**Can I visit school nurseries before making an application?**

Yes, parents are encouraged to visit our Nursery before applying to discuss their individual needs. Please ring the main school office for further information on 01438-359747.

**How can I find the nearest early education provider/school to my address?**

Parents can find information about their closest provider by visiting the School Admission pages on [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

**How can I find out more about the 30 hours' free early education and childcare?**

You can find out lots of information by visiting [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) where you will also find links to other useful websites, including [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**What happens if the hours/sessions I request are not available?**

You are encouraged to discuss specific requests about hours/sessions with us prior to making an application to ensure you are aware of what flexibility is available. When making your application you may indicate on the form your preference for universal 15 hours' free early years education (delivered as morning **or** afternoon sessions) or 30 hours extended free early years education. If you do not think you will be eligible for the 30 hours' free scheme you will be able to indicate whether you would like to purchase additional sessions over and above your 15-hour entitlement.

**What happens if more parents apply than there are places available?**

We will allocate places in accordance with our published oversubscription criteria, available from the main school office and our website: [www.gilesnurseryandinfants.co.uk](http://www.gilesnurseryandinfants.co.uk).

**When will I know if The Giles Nursery has made me an offer?**

Offers for September 2025 places will be sent out on Friday, 14<sup>th</sup> February 2025 via email, (or letter if requested). Offers for early entry in 2025 will be notified on an individual basis.