



**St Mary's Church of England Primary School,  
Northchurch Nursery Admissions Policy and  
Application Procedure Academic Year 2019/20**

Please see the school website for background information about our school  
<http://www.stmarys916.herts.sch.uk>

**Nursery Admissions Policy**

1. The Governing Body sets the Nursery Admissions Policy and Application Procedure.
2. This policy only applies to Nursery admissions. There is a separate policy for Reception admissions. [Admission Policy 2019-20](#)
3. Each academic year the school will admit 30 children to the Nursery class. If there are more applications than available places, the Governing Body Admissions Committee will allocate places using the oversubscription criteria listed below.
4. Nursery provision is non-statutory and there is no right of appeal against refusal of a place.
5. For families eligible for 30 hour free childcare funding, the extra 15 hours provision is provided on site by the Ofsted Outstanding (2014) St. Mary's Pre-School for children aged 2½ to 5 years. Please see [www.stmaryspreschoolnorthchurch.com](http://www.stmaryspreschoolnorthchurch.com) for further details on the Pre-school.

**N.B. Attendance at our Nursery does not guarantee a place in Reception: the two admissions procedures are independent of each other. Parents of children who are allocated a place at our Nursery will need to reapply for a place in Reception using the [policy above](#).**

**Oversubscription Criteria**

1. 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.
2. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
4. Children who will 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.

5. Children whose parents worship frequently and regularly at St Mary's Church, Northchurch.
6. Children whose parents worship frequently and regularly at another Anglican Church.
7. Children whose parents worship frequently and regularly at any other church.
8. Children living within Area A.
9. Children living within Area B.
10. Children living within Area C.
11. Any other children.

For extra information regarding the over subscription criteria, please refer to our [policy above](#).

### **Home to School Distance Measurement**

A straight line distance measurement is used for home to school distance measurements. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Where this distance results in more than one child having an identical claim to the last place available, for example in a block of flats, priority will be given to the lowest flat number. If two or more children live an equal distance from the school and cannot be admitted, then the available places will be determined by random allocation, which will be administered by an independent body.

## **Nursery Admissions Procedure**

This is the procedure for parents/carers applying for Nursery places for children born between 1 September 2015 and 31 August 2016, who are due to start in Nursery in September 2019.

The application system opens on Monday 4 February 2019 and closes on Friday 15 March 2019. If you are unsure about any aspect of the process, please telephone the school office on 01442 389040 or email [admin@stmarys916.herts.sch.uk](mailto:admin@stmarys916.herts.sch.uk) and we will be happy to help.

To apply for a Nursery place, you will need to complete the school's on-line application form on the school's website. [www.stmarys916.herts.sch.uk](http://www.stmarys916.herts.sch.uk)

### AND

If you are applying under categories 5, 6 or 7, complete the school's supplementary information form available from the school office or to download at [Nursery Supplementary Information Form 2019-20](#). If you do not return the supplementary information form to the school, your application may be given a lower priority.

Offers of places will be made by email on Monday 29 April 2019. The deadline for accepting places is Friday 10 May 2019.

If your child is not offered a place, you can ask the school to put your child on the 'continued interest list' that the Admissions Committee maintains and updates throughout the academic year. Any applications made after the deadline will be placed on this list. You can contact the school to see where your child ranks on this list, but please be aware that the school will not automatically inform you of any changes in the ranking.

### Nursery Admissions Timetable 2019/20

<b>Monday 4 February 2019</b>	Nursery applications open.
<b>Tuesday 29 January 2019</b> <b>Thursday 28 February 2019</b>	Prospective parent tours at St Mary's at 9:30 am. Please contact the school to book your place on a tour
<b>Friday 15 March 2019</b>	Closing date for applications and deadline for Supplementary Information Forms to be returned to St Mary's School
<b>Monday 29 April 2019</b>	Offers of places made by email.
<b>Friday 10 May 2019</b>	Deadline for accepting places.