



Hillmead Primary School

NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2025/26

1 Hillmead Nursery Class

- 1.1 Our nursery class takes place every weekday morning from 9am until 12pm, term time only. We have one intake into our nursery class in the September following the child's third birthday.
- 1.2 Entry into the nursery class in September 2025 will be for children born between 1 September 2021 and 31 August 2022. We will also accept applications from older 'summer born' children born between 1 April 2021 and 31 August 2021 who have delayed their application to Reception.
- 1.3 Hillmead Nursery Class offers 15 hours early years education per week in term time. We do not accept part time applications. It is a strict condition of the place that we are the primary provider and receive the first 15 hours of Free Early Education funding. This applies from the admission date of 1 September 2025 regardless of the short period of transition to full time attendance. The Parent Declaration Form to claim the funding must be completed and returned to school before 1 September 2025.
- 1.4 The nursery class size is 26, however, in exceptional circumstances we may increase this to 32 children.
- 1.5 Additional hours, either paid for or funded, are available via our onsite suppliers of extended childcare (further information and contact details are on our website):
 - Breakfast Club (7.45am - 8.50am) – provided by Funzone
 - Little Ladybirds Pre-School (12pm - 3.15pm) – provided by Early Birds & Night Owls
 - Night Owls After School Club (3.15pm - 6.30pm) – provided by Early Birds & Night Owls

2 Admissions Procedures

- 2.1 Hillmead School Governing Body is responsible for its own nursery admissions arrangements and for allocating places. In practice this is carried out by Hillmead School staff. Parents must apply for a place directly to the school via the online application system on the school's website (or if this is not possible, via paper copy available from the school office).
- 2.2 The admissions timetable is as follows:
 - Monday 13 January 2025 – Applications open for nursery class
 - Friday 7 March 2025 3.30pm – Applications close
 - Monday 17 March 2025 – Hillmead School will offer places to parents by email
 - Friday 25 April 2025 3.30pm – Deadline for parents to accept a place in Hillmead Nursery class



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- 2.3 If more applications than places available are received, the Governing Body will offer places in the order determined by our admissions rules. Applications received after the deadline of 7 March 2025 will be considered in our continuing interest process from 17 March 2025.
- 2.4 If, having accepted a place, a parent later decides to accept a place at an alternative provider, they are asked to inform the school within five working days.
- 2.5 An offer of a nursery place does not guarantee an offer of a Reception place. Primary school admissions are managed independently by Hertfordshire County Council.
- 2.6 There is no right of appeal against non admission to Hillmead Nursery Class.

3 Admissions Rules

- 3.1 If there are more applications than places available, then places will be allocated according to the following criteria taken in order:

3.1.1 Criteria 1

Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names Hillmead Primary School. Evidence should be provided to school.

3.1.2 Criteria 2

- Children Looked After and children who ceased to be looked after through adoption (or became subject of a residence order or a special guardianship order). Adoption must be from an English or Welsh local authority.
- Child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Evidence should be provided to school.

3.1.3 Criteria 3

Children who will have a sibling in school at the time of admission. A sibling is defined as a sister/brother or a half-sister/brother, adopted sister/brother or a child of the partner of the parent/carer who is living in the same house as the child for whom the application is being made Monday to Friday.

3.1.4 Criteria 4

Children already in Hillmead Nursery who are 'summer born' and have agreed with Hillmead School that it is in the interest of their child to delay entry to Reception.



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3.1.5 Criteria 5

Children for whom Hillmead School is their nearest non-faith school or academy.

3.1.6 Criteria 6

Children who live nearest to Hillmead School measured between the child's address and the location of Hillmead School using the distance measurement tool provided by Hertfordshire County Council's 'find a school' service or using the Royal Mail postcode finder. In the case of the need for a 'tie-break' by distance, the lower door number shall be deemed nearest.

4 Continuing Interest (Waiting List)

4.1 In the event of more applications than available places, the Governing Body will maintain a continued interest (waiting) list. These, together with any late applications, will go into a further list in priority order as determined by the original admissions criteria. If a place becomes available it will be offered to the next applicant on the list by email.

4.2 Parents are asked to advise the school if they wish to be removed from the waiting list.

5 In Year Applications

5.1 We are pleased to accept in year applications. If we have vacancies then places are filled on a 'first come first served basis'. We will admit children at the start of a term or half term, unless there are exceptional circumstances. A short transition to full time attendance may be required by the school.