

Oxhey Wood Primary School  
Part of HfL MAT



<u>Reviewed: September 2018</u>	<u>Reviewed by: Jenny Morley and GB</u>
<u>GB: Full</u>	<u>To be reviewed: Summer 2019 – July 2019</u>

## Nursery Admissions Policy

**Our motto: Together Everyone Achieves More.**

## **Introduction**

Our Academy Governing Board and HfL MAT applies the regulations on admissions fairly and equally to all those who wish to attend our school Nursery. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

## **Aims**

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

## **Provision**

- All children the term after they are three are entitled to 15 hours free Nursery provision which in this school is 5 morning sessions
- 30 hours free child care is available for those children whose parents meet the criteria and have an access code that they give to the admissions officer in school

## **How parents can apply for their child to be admitted to our Nursery**

- Our school is part of HfL Multi Academy Trust (HfL MAT). The Admissions Authority for entry to Nursery in our school is currently therefore the HfL MAT, which will publish its entry regulations every year.(Please refer to main admissions policy) Parents can receive a copy of these regulations directly from the MAT website: [www.hflmat.co.uk](http://www.hflmat.co.uk) or from our school website.
- In this school, children enter the Nursery at the start of the academic year in which they become four. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to the Nursery during the year their child is four should contact school directly who will arrange for you to complete an application form or you can download an application form from our website and email this into school directly at [admin@oxheywood.herts.sch.uk](mailto:admin@oxheywood.herts.sch.uk).
- In-Year admissions-if you would like your child admitted to Nursery during the academic year, please contact school directly or complete the application form on our website and email to [admin@oxheywood.herts.sch.uk](mailto:admin@oxheywood.herts.sch.uk). If there are spaces available a child may be able to join the Nursery class throughout the year

## **Admission appeals**

- If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

### **The standard number**

- The 'standard number' is the number of children HfL MAT considers the school can accommodate. The standard number for our school is 30 children in our Nursery. We keep this number under review, and HfL MAT and Academy Governing Board (AGB) will apply to change the number if circumstances change.

### **Time line for entry to Nursery September 2019**

- Applications for the first round of applications closes on 22nd February 2019
- Offers of Nursery places for September 2019 will be offered on Monday 4<sup>h</sup> March 2019 (second class post)
- Parents/carers must accept this place by 22nd March 2019.
- From 15<sup>th</sup> April if/ as places become available these will be offered in priority of applications received.

### **Equality**

In accordance with the Equality Act 2010 we seek to;

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Our community cohesion policy is part of our commitment to the Equality Act. We offer as a school to read through and translate all correspondence with our community so that all members of our community can access information equally.

### **References**

This policy should be read in conjunction with the relevant passages in:

The *School Standards and Framework Act* (1998), regarding adults working in school;  
The *Human Rights Act* (October 2000);

And the following policies: Special Educational Needs Policy, Volunteer Policy, Homework Policy, ICT and E-safety policy, Child Protection Policy, Equality Policy

### **Monitoring and review**

This policy will be monitored by HfL MAT and the school Academy Governing Body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.