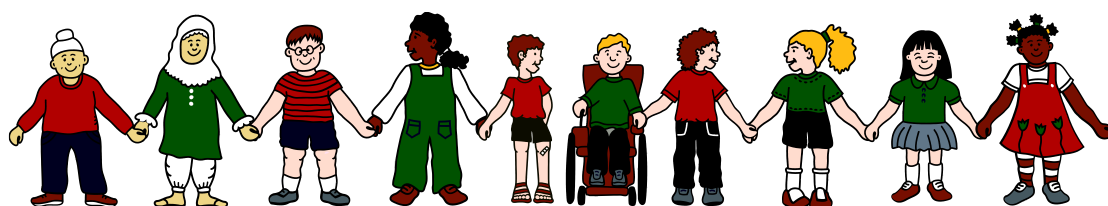


# THE GILES NURSERY AND INFANTS' SCHOOL



## **Infants' School Admission Policy**

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## **The Giles Infants' School Admissions policy**

### **Admissions Procedures for entry to Reception Class**

Children are admitted into the main school in September each year. Many of the children in our Reception classes come from our Nursery but they will not transfer automatically into the main school. A separate application must be made for a place in Reception.

- Hertfordshire County Council will invite you to apply for your child's Reception place. Admission information can be found online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
- Online you can access all the information and timescales relating to applications and closing dates.
- The Admissions Team will email you when places have been allocated. You will then be able to go back online to see which school has been allocated to your child.

If there are more applicants than places the County Admissions Team will apply a series of admission criteria. These rules have varied over the past few years but current rules are available at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

If you are new to the area and the online process has closed for a Reception place, you will have to fill out an 'In Year' admissions form. This can be accessed by following the link at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or by telephone on 0300 123 4043.

### **Applying for a place in Reception**

The current round is for parents and carers of children born between **01/09/2019** and **31/08/2020**.

The online portal for making applications opens on 1<sup>st</sup> November 2023 and closes on 15<sup>th</sup> January 2024.

Hertfordshire County Council will contact you by email on 16<sup>th</sup> April 2024 with an offer of a school place.

1<sup>st</sup> May 2024 is the deadline to accept or decline your offer.

### **Summer born children**

Children can start in Reception class in the September following their fourth birthday; legally, however, a child does not have to start school full-time until their start of the term following their fifth birthday. Summer born children (any child born between 1<sup>st</sup> April and 31<sup>st</sup> August) can be admitted to the Reception class at age five if it is in line with parental wishes.

**Children born between 1 April and 31 August 2020:** Parents of summer born children – born between 1 April and 31 August 2020 – who believe that their child should be admitted to the Reception class at age five, to start in September 2025 rather than 2024, are advised to make an application next year (for the 2025 Reception admissions round).

**Children born between 1 April and 31 August 2019:** Parents of summer born children – born between 1 April and 31 August 2019 – who were expected to have started Reception in September 2023, can apply this year for the 2024 Reception intake. Hertfordshire County Council will accept and process these applications submitted a year 'late' as part of the September 2024 intake.

### **Summer born children continuing at Nursery**

Parents of summer born children who wish 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. Approval in advance from the headteacher is required.

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 the school well in advance of this date.

### **Deferred entry to Reception**

The school does not permit children to defer entry to Reception and repeat a year in Nursery unless the child has attended The Giles Nursery.

Any decision regarding deferral requires permission from the headteacher and would ordinarily be given only when a child has attended our Nursery and is well-known to our staff. Decisions will be taken after discussion has taken place to ensure that all parties (including parents, the headteacher and staff) agree that to repeat the Nursery year is in the child's best interests.

Under exceptional circumstances (such as a family moving from another area), consideration of a request to defer may be given after consultation, visits and receipt of any external specialist assessments.

### **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 5. 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.

### **Reception Class Settling in Process**

There has been a tradition at The Giles Nursery and Infants' School of introducing Reception Class children carefully into the life of the school.

**In Weeks 1 and 2:** Children start in small groups each day

Children will spend only the morning at school during their first week and on the Monday and Tuesday of their second week.

The morning session starts at 8:50 am and ends at 12:45 pm.

**In Week 2** (from Wednesday onwards): Children begin full-time at school on the Wednesday of their second week.

Because children are so very different, do discuss their progress with their teacher. We try to be flexible and will do everything possible to accommodate each child's particular needs.

We hope parents will support this policy and not urge us to rush the process. Our many years of experience have shown us how important this early stage can be. Even those children who seem to have adjusted into school instantly can become very tired during those first few weeks.

### **Applying for an In-Year Place at the Giles Infants' School**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC Plan names the school as a suitable part of the review process are admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces at the time of your application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed at the end of this policy. Priority will be given to children on the basis that they have been on the waiting list the longest.

In-year Applications must be made to Hertfordshire County Council online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx#apply>

### **Request for Admission Outside the Normal Year Group (except summer born children entering Reception Class)**

Parents are entitled to request a place for their child outside of their normal year group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Headteacher views
- Information about the child's social, academic and emotional development
- Where relevant, their medical history and the views of a professionals involved with the child
- Whether the child has previously been educated out of year group

All applications for admission outside of the normal year group are considered by Hertfordshire County Council. Further information about the process can be found online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx>.

If the application is not accepted, this does not constitute a refusal of a place and there is no right to a statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school.

### **Appeals**

If a child's application for a place at the school is unsuccessful, parents will be informed why the admission was refused and receive information about the appeals process by Hertfordshire County Council. If parents wish to appeal, they must follow the HCC appeals process.

Further information about making an appeal can be found at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-appeals/appeal-panels.aspx>.

### **Oversubscription Criteria for Admissions to the Giles Infants' school**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special education needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

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

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2024/25 are as follows:

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special education needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

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.