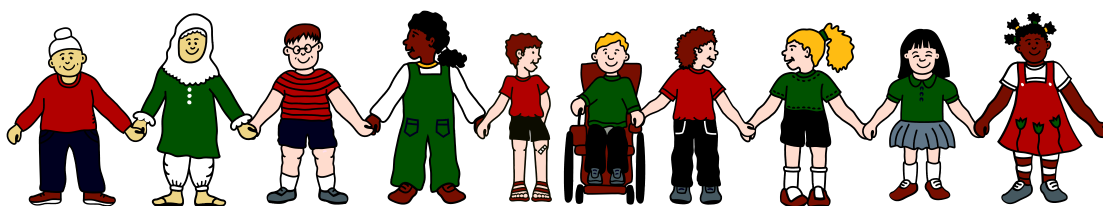


**THE GILES
NURSERY
AND
INFANTS' SCHOOL**



Admissions Policy – Nursery Class
For Admission in 2026-27

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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

Completed applications should be returned to the school office by hand, by post or by email at 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 2026

Parents of children born between 01/09/2022 and 31/08/2023 can apply directly to the school, using the school's application form, from 3rd November 2025.

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

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

Applying for an early Nursery Place starting in January 2026

Parents of children born between 01/09/2022 and 31/12/2022 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

Completed applications should be returned to the School Office by hand, by post or by email at nurseryadmissions@gilesinfants.herts.sch.uk.

If places are available, children will be invited to Nursery to attend a 1-hour session in December 2025. 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 2026 rather than the following September. **Any offers will be at the sole discretion of the headteacher whose decision shall be final.** Children for whom a later start in September is deemed to be in their best interest will have their application automatically deferred to the admissions process for September 2026.

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 additional funded hours from the start of the term after they reach the minimum age threshold for their stage of the scheme (currently from 9 months old for all eligible families from September 2025) and will be issued an 11-digit eligibility code before the period starts. Parents can apply for funding from when their child is 23 weeks old via a government childcare account. The child remains eligible for a funded place until they start full-time school, by the term after their fifth birthday, provided the parent completes all required reconfirmation checks with HMRC to remain eligible.

For children starting in either September or January, places will only be offered once an eligibility code has been obtained, verified and confirmed. These places are offered as part of the 60 morning/60 afternoon term-time allocation, subject to availability. **For children starting mid-year, 30-hour places 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 eligibility code every three months, before the start of the next school term. The code should be provided to the school as soon as possible; failure to do so may result in charges for sessions. HMRC will send a reminder when it is time to revalidate.

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 2026 Nursery Admissions

Date from which applications can be submitted	3 rd November 2025
Closing date for applications	Friday, 6 th February 2026
Place offers made to parents	Friday, 13 th February 2026
Deadline for accepting / declining offers	Friday, 6 th March 2025
Final allocations/acceptances of 30 hours' places	On receipt of verified eligibility code valid for September 2026 entry into Nursery

Parents need to accept or reject a place in writing (including email) by Friday, 6th March 2026. 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 who are due to apply for Reception in the following September may, under certain circumstances, be eligible to request that their child remains in Nursery for a second academic year, up to and including the term in which the child turns five. For summer-born children, this would typically mean an additional full year in Nursery before starting Reception. 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 1st April and 31st 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 funded Nursery education up to and including the term in which they turn five. Parents who are not eligible for 30 hours funding may choose to pay for additional hours, subject to availability. Please speak to the School Office for further information.

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:

Oversubscription criteria

Rule 1: **Children looked after** and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangements order or special guardianship order. Children who were not looked after immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.

Rule 2: **Medical or Social**
Children for whom it can be demonstrated have a particular medical or social need to go to The Giles Nursery. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: **Linked School** (*This rule only applies to pupils who are currently on roll at an infant school which has a linked junior school*)

In the case of junior schools, children who are on roll at the linked infant school at the time of application or have been allocated and accepted a place at the infant school.

Rule 4: **Sibling**
Children who have a sibling on roll at either The Giles Nursery & Infants' School or Giles Junior School at the time of application. *This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

Rule 5: **Nearest School**
Children for whom it is the nearest school.
This 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 6: **Distance**
Children who live nearest to the school.

Children not considered under rule 5 will be considered under rule 6.

Tie Break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lowest 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 break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie-break the random number is used to allocate the place, with the lowest number given priority.

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 2026 is for children born between 1 September 2022 and 31 August 2023. The Giles Nursery admissions process for January 2026 is for children born between 1st September 2022 and 31st December 2022. 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

When do I need to apply?

For your child to start at the Giles Nursery in September 2026, you can submit your application via email or post **any time from 3rd November 2025**. 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 2026, you can submit your application via email or post any time from 3rd November 2025.

Can I apply online?

No. Completed applications can be submitted by hand, by post or via email at nurseryadmissions@gilesinfants.herts.sch.uk

Will I receive information?

Yes. Information from the local authority will be sent directly to parents in October/November 2025 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 2025 through to February 2026. 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

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 where you will also find links to other useful websites, including www.beststartinlife.gov.uk

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

You are encouraged to discuss specific requests about hours or sessions with us before making an application to ensure you are aware of the flexibility available. When making your application, you may indicate on the form your preference for the universal 15 hours' funded early years education (delivered as morning or afternoon sessions) or the extended 30 hours' funded early years education, which from September 2025 is available to eligible working parents from the term after their child turns 9 months old until they start full-time school. If you do not think you will be eligible for the 30 hours 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.

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

Offers for September 2026 places will be sent out on Friday, 13th February 2026 via email, (or letter if requested). Offers for early entry in 2026 will be notified on an individual basis.