Lordship Farm Nursery Admissions

Children born between 1st September 2023 and 31st August 2024 will be eligible to start at Lordship Farm Nursery in September 2027

Introduction

Lordship Farm is a local authority funded primary school. Children are admitted to the Nursery in the September following their third birthday. Please note that admission arrangements for our Nursery and Reception classes are different. The admission arrangements detailed in this document only apply to Nursery and a new application is required for admission to Reception. Admission to Nursery does not guarantee admission to Reception.

We offer 15 hours of Early Years Education across 5 mornings, Monday to Friday during term time with the option of 30-hours Free Extended Childcare, Monday to Friday during term time.

The two main Free Early Education and Childcare funding initiatives available to parents are:

- 15 Hours Free Early Education - All children aged 3 and 4 are entitled to 570 hours of free early education per year, equal to up to 15 hours per week for 38 weeks of the year.

- 30 Hours Free Extended Childcare - Some children aged 3 and 4 may also be entitled to an additional 570 hours of childcare per year equal to extended 30 hours a week for 38 weeks a year. The 30 Hour free childcare entitlement is available to working families who meet the eligibility criteria.

Families who do not meet the 30 Hours Free Extended Childcare eligibility will be able to buy-in additional sessions. Please see Appendix 2 for charging and invoicing.

The closing date for applications to be received by the Governing Body is **Monday, 1st March 2027.**

All applications must be made on the school application form. Parents/carers are requested to complete our application form and return it to the school office by the date given above. Please ensure that you complete the application form in full; if it is not fully completed, in particular Section 2, then the governors will rank the application under distance only, which may result in your application being given a lower priority than it should be.

Paper application forms are available to download from school website or directly from school office. Applications must be returned to the school by **Monday, 1st March 2027**. Application forms can be emailed to admin@lordshipfarm.herts.sch.uk , by post or in person. You will receive an acknowledgement email for your application.

If you are offered a place, this will also be done by email the week commencing **Monday, 15th March 2027**. Offers must be accepted or declined by email by **Monday, 19th April 2027**. In the event of no response by this date, the offer of a place will be withdrawn and offered to the next child on the continuing interest list.

Consideration of applications

The School will consider all applications for a place in its Nursery. Where fewer applications than the number of places available are received, the School will offer places to all those who have applied.

Procedures that will be applied if Lordship Farm Nursery is oversubscribed

In the event of over-subscription the Governors have adopted the following admissions policy. Where there are more applications than places, children will be allocated places according to the following policy and priority order:

a. Child Looked After (CLA) or with Education, Health & Care Plan (EHCP). The school does not have any specific units or facilities for pupils with physical disabilities.

b. Children with a sibling - both siblings should be attending the School or Nursery at the time of admission.

c. Children of Staff

d. Children whose home is closest to the school

e. Those children whose parents are entitled to and will accept 30 hours of free Nursery care as defined below

Please see Appendix 1 – Admissions Criteria Definitions' section for detail on all above criteria.

Where the application of the above criteria results in a situation where there are more children with an equal right to Nursery admission than the number of available places, priority will be given to those living closest to the school as measured using the specified mapping system.

Where the distance measurement results in more than one child having an identical claim to the last available place (families residing in flats) priority will be given to the lowest house number.

Please note

- Attendance at the Nursery does not guarantee entry to the main school. You will need to apply separately for admission to Lordship Farm School via the Local Authority.

- If you have more than one child going through the application process at the same time, you must make a separate application for each child.

- The school will admit over the Published Admission Number (PAN) when a single twin/multiple birth child is allocated the last place at a school.

- If parents are unsuccessful in securing a Nursery place there is no appeals process. A continuing interest list will be maintained with places being allocated following the admission criteria's **a-e** as set out previously.

- Late applications will be dealt with after all on-time applications have been considered.

The admission application form is available for parents to download via the school's website.

Completed forms should be submitted before the closing date either via email. Please see the Application Timeline (Appendix 3) section for key dates within the admissions process.

Appendix 1 – Admission Criteria Definitions

Children Looked After as defined by LA

Highest priority is given to 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. A CLA is a child who is
a) in the care of a local authority, or
b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989). All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

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 rule 1.

Special Guardianship

This is an order made by the court that places a child or a young person to live with someone permanently and gives legal status for non-parents who are or wish to care for that child or young person in a long term secure placement.
The Adoption and Children Act 2002 introduced special guardianship and special guardianship orders.

Siblings

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a CLA 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 the role of the named school at the time of application. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a CLA in a respite placement or very short term or bridging foster placement.

Home Address

The address provided must be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications. Please see 'Admission Key Date' section for specific date detail.

"Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. Where a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Staff

Anyone employed by the school at the time of admission, where the school holds the contract. Parent must be the biological or adoptive parent or has other legal responsibility for that child, or has been cohabiting with the parent of the child. The child must reside at the same permanent address of the staff member at the time of application. Clarification evidence will be requested.

Home to school distance measurement for purposes of admissions

This will be measured using a mapping system.

30 Hour Free Early Education

The entitlement to 30 hours free childcare is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours.

The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.

(DfE Childcare Bill: Policy statement December 2015)

Please follow the link below for more information on how to apply:

https://www.gov.uk/apply-30-hours-free-childcare

Fraudulent applications

The school will do as much as possible to prevent applications being made from fraudulent addresses. If any doubt exists over address detail, evidence will be requested, monitored and checked. Nursery places will be withdrawn when false information is deliberately provided with action taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school / setting
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of application

Appendix 2 - Charges and Invoicing

The following costs apply, payable directly to school:

Extended Childcare is £19.50 per session (12-3pm)
ALL parents/carers are required to provide their child with a packed lunch

The School is not able to accommodate any other configuration or compression of hours.

Consideration will include similar provisions being offered locally to ensure value for money for both parents and the school. Any changes will be communicated half termly in advance.

Parents will be invoiced half termly in advance. Invoices are payable in full by the date stated on the invoice.

Invoices will be issued to parents via email. Non-payment of invoices will result in the child being withdrawn from their Nursery afternoon session until a time at which the invoice has been settled in full.

Afternoon attendance patterns are set at the start of each half term, ad-hoc sessions are not permitted. Any changes to afternoon attendance patterns, must be submitted, giving the school office at least four weeks' notice. Four weeks cancellation notice is required for a change of attendance pattern if a refund is to be issued.

30-hours Free Extended Childcare funding will be made directly to school. Parents will have to complete eligibility declaration with HMRC in the first instance to apply for the funding. This eligibility will need to be reconfirmed termly. Parents/carers should be aware that failure to reconfirm eligibility with HMRC will result in funding being withdrawn.

Please note parents/carers utilising their 30-hours Free Extended Childcare funding must provide a packed lunch.

Appendix 3 -Timeline for Nursery Applications 2027-2028

For children born between 1st September 2023 and 31st August 2024

Paper application forms available to download from school website or directly from school office:

Application deadline:
Monday 1st March 2027

Offer date:
Week Commencing Monday, 15th March 2027

Deadline to accept place offered:
Monday, 19th April 2027

Prospective parents evening will be held on:

Wednesday, 21st October 6.30-8pm

Please book via the school website Lordship Farm Primary School - Admissions