

## Nursery Admissions POLICY



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Contents Page

Applications.....3

Allocations.....3

Admission Criteria .....3

Nursery Application Timeline .....4

## **Applications**

At Oakmere Primary School, children attend Nursery for one year only. They are eligible for a Nursery place in the academic year in which they turn four years old. This means children usually start Nursery in the September after their third birthday and will turn four during that school year.

If you are eligible for the 30 hours free childcare, this funding can be used during your child's year in our Nursery where they will stay full time free of charge. The eligibility criteria can be found on

[www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents). The process of applying for a Nursery place at Oakmere is done online via the school's website / or by collecting an application form from the School Office. Parents/carers are required to fill a form in and return it before a given date (see timeline). The school will then allocate places based on the admission rules highlighted below.

The following year, parents are invited to apply for a Reception place. Please note that a place in our Nursery **does not** automatically guarantee a place in the Reception class. Applications for Reception are also made online via the Hertfordshire website

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx>. County admissions

will allocate places based on their own admissions rules.

In both instances, parents/carers must then choose whether to accept or reject this Nursery place offer within a given time (see timeline). Once a place has been accepted at Oakmere, we will make contact, giving you details of transition activities and a chance to meet Key workers before your child begins school.

Families who move into the area mid-year, need to apply for a Nursery place via the school website or by visiting the school office.

## **Allocations**

We have one main intake starting in September. The school offers a max of 26 nursery children in the morning and max of 13 nursery children in the afternoon. The 13 afternoon spaces are prioritised for parents receiving the 30 free hours of childcare. Children receiving the free 15 hours will be allocated a morning Nursery place. Additional lunchtime and afternoon sessions can be purchased. If you feel your child would benefit from a different start date to the aforementioned then please let us know and we will try to take this into consideration. Regarding allocation of all places, if there are particular extenuating circumstances, then the school will always listen and review this situation. Child-care arrangements are not deemed to be extenuating circumstances.

## **Admission Criteria**

We apply these in the order they are printed below. This means that we offer places first to every child who qualifies under criterion a, and then to every child who qualifies under criterion b, and so on. If more children qualify under a particular criterion than there are places available, we use a tiebreak by applying the subsequent criterion. If there is still a tiebreak, distance from the Nursery (using Google Maps as reference) will be taken into account. If there is joint distances, a random draw will take place.

a) Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).

b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

c) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

d) Children who have a sibling at the school at the time of application. A sibling must be a sister, brother, half brother or sister, adopted brother or sister, or the child of a parent/carer or partner, in every case living in the same house Monday to Friday.

e) 'Children who have a parent who is a member of staff at the time of application. The school will prioritise children of staff in either or both of the following circumstances:

i) where the member of staff has been employed at the school for two or more years at the time of the application for the admissions is made; and/or

ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

f) Any other children

### **Nursery Application Timeline**

Please book a tour of the nursery by calling the school office or emailing [admin@oakmere.herts.sch.uk](mailto:admin@oakmere.herts.sch.uk)

**Applications for September 2026 can be made between 2<sup>nd</sup> February and 6<sup>th</sup> March 2026. Offers are made on 9<sup>th</sup> March 2026 and accepted by 20<sup>th</sup> March 2026.**

**Applications outside this time will be considered.**

This will be reviewed by the Board of Governors annually.