AYCLIFFE DRIVE PRIMARY SCHOOL

Nursery Admissions Policy

Policy working party: 10th November 2026
FGB Ratified: 17th November 2026
To be reviewed: November 2027

Contact details

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Staff Responsible

Mrs K Atkinson	**Head Teacher**
Mr S Preston	**Chair of Governors**

Introduction

Aycliffe Drive Primary School's Governing Body is responsible for Nursery admissions. The Governors will admit up to 45 children into the Nursery, which offers 15 hours per week, morning and afternoon sessions. Children who are eligible may attend for 30 hours (these children will count as 2 admissions).

Applicants should apply directly to Aycliffe Drive Primary School using the school's own Nursery Application Form before Monday 15 March 2027, which can be collected from the school office, Nursery, Pre-School or downloaded from our website, www.aycliffedrive.herts.sch.uk

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

How places are offered

Children who have a statement of Special Education Needs or an Education Health and Care Plan, in which the school is named, will be offered a place at the school. A copy of the EHCP must be sent in with the application form otherwise it will not be possible to consider the application under the 'Special Educational Needs' rule. However, we strongly advise discussion with the school regarding the nature of your child's needs prior to application.

After the closing date for applications, if there are more applications than places available, the criteria outlined below will be used to prioritise applicants.

Rule 1: Children looked after and 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). Please return supporting evidence when submitting application otherwise it will not be possible to consider applications under the 'Child looked after' rule.

Rule 2: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency Child Protection Plan. Please return supporting evidence when submitting application otherwise it will not be possible to consider the applications under the 'Child at risk' rule.

Other applicants where the following criteria are considered to determine priorities:

1) Children for whom it can be demonstrated that they have a particular medical or social need to go to the Nursery. Please return supporting evidence when submitting the application otherwise it will not be possible to consider applications under the 'Social/Medical' rule.
2) Children who have a sibling at the school, unless the sibling is in the last year of our school (year 6).
3) Children of staff: children of staff can only be admitted in the following circumstances:
    - If the member of staff has been employed at the school for two or more years at the time which the applications for admission to the Nursery is made, and/or
    - If the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

- Children must live at the same permanent address as the employee of the school.

4) Children living in the catchment area.

If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children. If more children qualify under rule 2 than there are spaces available, priority will be given to those who live nearest to the Nursery as measured in a straight line. Where there is a need for a tie break where two different addresses measure the same distance from the school, in the case of a block of flats for example, 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 tie break will be random.

Other key information

Children who attend for 15 hours only, will either be offered a morning or afternoon session (term time only). Morning sessions run from 8.15am and finish at 11.15am. Afternoon sessions run Monday-Thursday from 12.00pm-3.00pm. The nursery is closed on a Friday afternoon to all pupils.

Children who are eligible for 30 hours will attend for 6 hours and 45 minutes per day (8.15am-3.00pm, term time only). This will mean that at 11.15am on Fridays children would have claimed their full entitlement. Children do not have to use the full 30 hours; we can be flexible with the days/sessions they want to attend. We do not accept any payments for additional hours. The nursery is closed on a Friday afternoon to all pupils.

If allocated a place in our Nursery, parents must accept the place by the deadline on their offer email. If parents do not accept by the deadline, there place will be offered to a child on the waiting list. Parents who are requesting a 30-hour placement, must provide the code as soon as possible. If parents are unable to provide the 30-hour code, they will be offered a standard 15-hour place.