

November 2021

Dear Parents/Carers,

NURSERY ADMISSIONS ARRANGEMENTS FOR 2022/23
(for children born between 1st September 2018 to 31st August 2019)

Bedmond Academy has 30 places in our morning nursery offering 15 hours per week Monday to Friday (term time only). We do not offer the 30 hour entitlement ourselves, however we are happy to work with other providers if necessary e.g. child minders.

Parents/carers will need to apply directly to Bedmond Academy for a Nursery place. In partnership with local Watford schools nursery admissions, Bedmond Academy will adhere to the following timetable when dealing with admissions:

Deadline to apply to Bedmond Academy	Friday 25th February 2022
Offer letters sent to parents/carers	Monday 7th March 2022 (by email or 1 st class post)
Deadline to accept place and return paperwork	Friday 18th March 2022

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP (Education, Health and Care Plan) that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

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 or became subject to a child arrangements order¹ or a special guardianship order².
- Rule 2** **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
- Rule 3** **Sibling:** Children who have a sibling on the roll of the school. *This applies to reception through to Year 5, or if the sibling is in the school's final year as long as they will be in attendance at the time of admission.*

Rule 4

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 at which the application for admission to the school is made, and/or
- if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by Hertfordshire County Council.

The member of staff must be employed at the individual school. Children of staff employed by the MAT or at a “linked” or federated school cannot be prioritised under this rule. The child must be living permanently with the member of staff including step children and the children of partners living permanently in the same house.

Rule 5

Nearest School: Children for whom it is the nearest school or academy. 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.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

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 lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer.

Continuing Interest

After places have been offered, the school will maintain a continuing interest (waiting) list. A child’s position on a CI list will be determined by the admission criteria outlined above and a child’s place on the list can change as other children join or leave it.

The school will use the same definitions and measuring system as outlined in Hertfordshire County Council’s admissions literature, which is available at www.hertfordshire.gov.uk/admissions.

Fair Access

The school will admit children under the Fair Process Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.



NURSERY APPLICATION FORM FOR 2022

PLEASE USE BLOCK CAPITALS			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/social worker)			
Your child's permanent address (at time of application)			
Address:			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>			Yes/No
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			Yes/No
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? (Please provide evidence with this form)</i>			Yes/No
Social or medical reasons <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			Yes/No
If you have a sibling at this school, enter their name and date of birth:			
Early years setting/s child attends or has attended (if applicable)			



If you are claiming the additional 15 hours with another provider, please give details of the provider and their address and telephone number:			
If you have any other requirements please enter here:			
Please complete the details for both parents if living at the same address:			
		Parent/carer 1 details	Parent/carer 2 details
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			
Telephone numbers:			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			

Please list below the settings you have applied for in order of preference:

	Name and Address of Setting
1st choice	
2nd choice	
3rd choice	



Please note liaison may take place with other settings you have applied for.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Bedmond Academy using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: Date:

Thank you for completing this information.

Please return to the school office at Bedmond Academy by Friday 25th February 2022.

We also require a copy of two recent (within the last 3 months) forms of address evidence if you do not have any other children at our school. We cannot process an application without this documentation.

Any application received after this date will be classed as a late entry and will reduce your chance of getting a Nursery place at Bedmond Academy.





Notes to parents

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Bedmond Academy, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order:

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school to enable a place to be offered under this criteria.

OFFICE USE ONLY	Date Received:	
	Copy of Birth Certificate:	
	Proof of Address:	
	Distance:	