



Batford Nursery School
& Day Care

BATFORD NURSERY SCHOOL ADMISSIONS POLICY 2025/26

Version	1.8
Based on Model Policy	Not applicable
Review body:	Governing Body
Date issued:	November 2024, updated July 2025 & April 2026
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V1.0	March 2019	2019/2020 policy
V1.1	November 2019	Updated timeline for 2020 admissions
V1.2	January 2021	Updated timeline for 2021 admissions
V1.3	March 2022	Dates update
V1.4	November 2022	Dates update Minor updates to wording
V1.5	February 2024	Dates update. Minor update to wording.
V1.6	November 2024	Timeline updated.
V1.7	June 2025	Includes new fee paying places provision starting Sept 2025.
V1.8	April 2026	Updated fee paying places (PPP) options.

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

Contents

1. Rationale.....	3
2.1 Criteria for Admissions to Batford Nursery School	3
2.2 Application Process	4
2.3 Timeline for Applications for the Next Academic Year	4
2.4 Continuing Interest	4
2.5 In-year Applications.....	4
2.6 Allocation of morning/afternoon sessions	4
2.7 Eligibility Support (30 Hours) Code.....	4
free childcare for eligible working families)	4
2.8 Wraparound Care and additional hours (fee paying).....	5
2.9 Meals and consumables.....	6
3. Roles and Responsibilities	6

Admissions Policy

1. Rationale

The Governors of Batford Nursery School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to Batford Nursery School, for children aged 3-4. The Admissions Policy is reviewed at least annually.

Note that Batford Day Care provides some wrap around care for 3-4 years old and operates its own Admission Policy

Batford Nursery School is a state maintained Nursery School and manages its own admissions procedure.

All 3 and 4 year olds are entitled to 15 hours' free early education, from the term after they turn 3.

The main intake for the school is in September for those children who are 3 by the 31st August and will be transitioning into primary school the following September. However, if the Nursery is undersubscribed in the autumn term, the school will consider applications for January and April entry for children who will have had their third birthday by the time of admission subject to availability (31st December and 31st March respectively).

Children attending Batford Day Care are automatically admitted in the term following their third birthday.

2. Admissions Criteria and Process

2.1 Criteria for Admissions to Batford Nursery School

For children in the current Nursery academic year (unless stated below) within the admission window (see 2.3):

- Rule 1: Children with a Statement of Special Educational Needs** which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.
- Rule 2: 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).
- Rule 3: A child 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- Rule 4: Medical or Social Needs** – Children for whom it can be demonstrated that they have a particular medical or social need to come to Batford Nursery School.
- Rule 5: Children currently attending Batford Nursery School and Day Care**
- Rule 6: Siblings** of children currently on roll at Batford Nursery School or Batford Day Care at the time of application if required sessions are available.
- Rule 7: Children of staff** at Batford Nursery School or Batford Day Care.
- Rule 8: Child's nearest school** – Children for whom it is their nearest maintained nursery class.
- Rule 9: Any other Nursery academic year children**
- Rule 10: Deferred Reception class places for children in current cohort;**
- Rule 11: Deferred Reception class places for external children.**

There are 120 funded nursery places at Batford Nursery School. Where applications exceed the number of places, the Admission Rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, the next rule will be applied to those children. If more children qualify under Rule 8 or 9 than there are places available, priority will be given to those who live nearest to the school.

2.2 Application Process

Children who turn 3 before 31st August 2025 are eligible to apply for a place at Batford Nursery School from September 2025.

All applications must be made directly to Batford Nursery School using the [school's online link](#), also available on the website. Otherwise, application details can be requested from the school office.

Parents may contact Batford Nursery School office at any time to register their child on the Nursery School's interest list.

2.3 Timeline for Applications for the Next Academic Year

The application window opens during the month of February and allocations will be processed during the month of March. Applications received after the 1st March are processed as 'late applications'.

2.4 Continuing Interest

In the event of the school being oversubscribed, a continuing interest (CI) list will be maintained by the school. If a place becomes available during the school year, allocation will be made by applying the admissions criteria in Para. 2.1 to children on the CI list.

2.5 In-year Applications

Applications may be made throughout the school year and, where there is no waiting list, children will be admitted on roll at the earliest convenient date. If there are no spaces available at the time of application, parents will be offered the opportunity to place their child's name on the continuing interest list (see Para 2.4 above).

2.6 Allocation of morning/afternoon sessions

A funded 15 hours' place is offered over five mornings or five afternoons Monday to Friday term time only.

The application process will include the opportunity for parents to state their preference for a morning or afternoon place.

There is no guarantee that parents will be offered their preferred session and allocation is made subject to availability of places and at the discretion of the Headteacher, taking into consideration:

- The needs of the child
- The needs of working parents
- The balance of the cohort

There is no right of appeal once places have been allocated.

2.7 Eligibility Support (30 Hours) Code (Free childcare for eligible working families)

Some 3 and 4 year olds are entitled to an additional 15 hours childcare: this is known as 30 hours childcare for eligible **working families** in England.

Batford Nursery School is a participating provider and is able to offer a limited number of places to children of families eligible for 30 hours' funded childcare. However, it should be noted that **eligibility does not guarantee the offer of a 30 hours place**.

Batford Nursery School will endeavour to accommodate 30 hours requests but places are subject to availability and are offered in such a way as to support the financial viability of Batford Nursery School and Batford Day Care. This means that fee-paying places (*i.e.* for children whose parents do not meet the 30 hours criteria) – see Para. 2.8 below – may take precedence over funded 30 hours places. This is at the discretion of the Headteacher.

Where 30 hours' places are available but there are more applications than places, priority will be given first to siblings of children in Batford Day Care and thereafter based on the number of hours requested:

1. Most hours requested, including Mondays and Fridays
2. Most hours requested, including at least Mondays or Fridays
3. Most hours requested

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code to the Nursery in order to be considered for a 30 hours' place. Batford Nursery School will confirm eligibility through the Early Years Portal and offer a place if available. Parents and carers are required to complete a parent declaration form and provide the school with their child's birth certificate or passport before accessing funded hours. It is the responsibility of the parent / carer to reconfirm their eligibility for childcare support for working families every 3 months. Eligibility is reviewed termly and if a child falls out of eligibility, once the grace period has expired the child will not be able to continue to attend the additional sessions. It may be possible to transfer from funded to fee-paying sessions (see Para 2.8 below), but this is subject to availability.

If there is request for a reduction in hours, the school reserves the right to review its offer and to re-apply the application rules alongside other children on the wait list to determine whether the 30 hours' place can continue be offered.

If your child has been accessing a stretched offer prior to attending Batford Nursery School and this results in a shortfall of funded hours you will be required to pay for this shortfall.

2.8 Wraparound Care and additional hours (fee paying)

Batford Nursery School:

From September 2025 chargeable additional hours are offered by the Nursery School subject to availability. This is **initially a one-year trial** and will be known as 'extended hours'.

Funded Hours:

Morning	15 hours (Universal)	8.30-11.30am
Afternoon	15 hours (Universal)	12.30-3.30pm
Morning	30 hours (Eligible working families)	8.30am-2.30pm

Fee Paying Hours:

Early Drop Off:	8.00-8.30am	½ hour
Morning:	8.30am-12.30pm	4 hours
Afternoon:	11.30am-3.30pm	4 hours
Late Pick Up:	2.30-3.30pm	1 hour

Batford Day Care:

Batford Day Care provide wraparound care from 7.30am to 8.30am and from 3.30-6.00pm. subject to availability. Batford Day Care will also offer day care sessions during school holiday times where there is sufficient demand and staffing resource.

This wraparound care is provided (by Batford Day Care) in the Nursery School setting but is offered through Batford Day Care Ltd in accordance with its admissions criteria and terms and conditions and is subject to availability.

2.9 Meals and consumables

Meals are provided via Batford Day Care Ltd and will be invoiced in accordance with the Day Care charges in force.

2.10 Changes to fee-paying sessions in the Nursery School (extended hours)

Parents/ carers must provide one months' notice for any change or a reduction to booking requirements, and acceptance will be subject to review.

2.11 Fees for Extended Hours Only

Batford Nursery School fees are set out in the annual schedule of charges. Please see the website or request fees by email to admin@batfordnursery.herts.sch.uk.

Please note that all fee-paying sessions are subject to the nursery school's terms and conditions.

3. Roles and Responsibilities

All staff are expected to follow this policy when advising prospective parents and admitting children to Batford Nursery School.

The Headteacher will ensure that:

- Children are admitted in accordance with this policy
- The school application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Day Care settings

The **Governing Body of Batford Nursery School** will ensure that:

- The admission arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.