

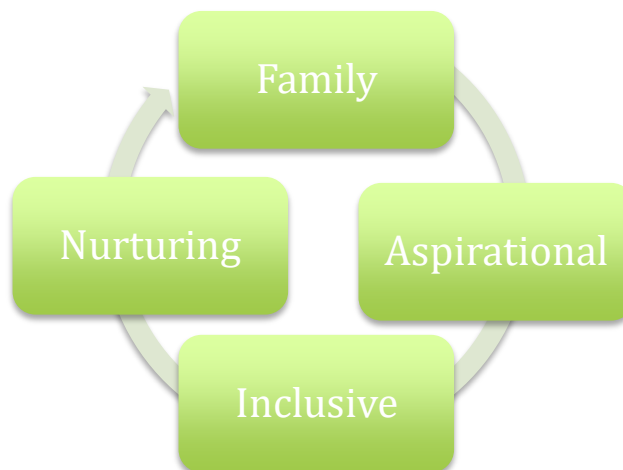


Tenterfield Nursery School

Admissions Policy

Based on Model Policy	Not applicable
Review body:	FGB
Date issued:	Sept 2025
Review frequency:	Annually
Review Date:	Sept 2026
Target audience:	Parents

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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1. Rationale

Tenterfield Nursery School aims to provide a fair and transparent admissions system. Tenterfield Nursery School offers high quality, inclusive early years education for families in the local community.

2. Roles and Responsibilities

The Headteacher will ensure that:

- Children are admitted in accordance with this policy
- Where places are available, children are admitted in accordance with the agreed priorities.

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

The governing body will ensure that:

- The admission arrangements are reviewed every year unless changes occur during this time
- The admission arrangements are made available to parents and potential parents
- An application list is kept up to date

3. Policy for Admissions

As a maintained nursery school we are guided by Hertfordshire County Council admission arrangements but manage our own admissions process.

At Tenterfield we work to a sessional allocation of 10-13 children in each nursery aged key person group and a sessional allocation of 12 children (1:4) in our two-year-old key person group.

Children can access a nursery place the term after their 3rd birthday and a two-year-old place the term after their 2nd birthday.

We have a separate criteria for our 3&4 year old and 2yr old provision.

When offering places into our nursery aged key groups (3 – 4 year olds) we give priority to those children attending our two-year-old provision.

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Two-year-old applications are accepted all year round, and places are offered for children to start at the beginning of every term. A two-year-old can only be admitted the term after their second birthday.

3.1 Criteria for 3- & 4-year-old admissions to Tenterfield Nursery School:

- Rule 1:** Children currently attending our two-year-old provision who will use their full allocation of funded hours
- Rule 2:** 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 Education, Health and Care Plan that names the school.
- Rule 3:** 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 special guardianship order).
- Rule 4:** A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency Child in Need or Child Protection plan.
- Rule 5:** Medical or Social Needs – children from whom it can be demonstrated that they have a particular medical or social need to attend Tenterfield Nursery School (including EYPP or as verified by a Health Visitor or other relevant professional).
- Rule 6:** Siblings of children currently on roll at Tenterfield Nursery School at the time of the admission.
- Rule 7:** Children of staff & Volunteers at Tenterfield Nursery School
- Rule 8:** Child's nearest school – children for whom it is their nearest maintained nursery school. We compute distances using a computerised mapping system based on the address of the child's house to the address of the Nursery school.
- Rule 9:** Children using their full allocation of funded hours – 15 hour or 30 hour funding.
- Rule 10:** Any other children

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3.1 Criteria for 2-year-old admissions to Tenterfield Nursery School:

- 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 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 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 in Need or Child Protection plan.
- Rule 4:** Medical or Social Needs – children from whom it can be demonstrated that they have a particular medical or social need to attend Tenterfield Nursery School (as verified by a Health Visitor or other relevant professional).
- Rule 5:** Siblings of children currently on roll at Tenterfield Nursery School at the time of the admission.
- Rule 6:** Children of staff & Volunteers at Tenterfield Nursery School
- Rule 7:** Child's nearest school – children for whom it is their nearest maintained nursery school. We compute distances using a computerised mapping system based on the address of the child's house to the address of the Nursery school.
- Rule 8:** Children using their full allocation of funded hours – 15 hour or 30 hour funding (Mon -Fri)
- Rule 9:** Any other children – Fee paying and part time hours
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3.2 Application Process

All applications must be made directly to Tenterfield Nursery School using the school's own application form available on the website. [Tenterfield Nursery School » Admissions](#) You will receive an automated response to acknowledge your application has been received.

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3.3 Application List

We hold an applications list for children waiting to be admitted to the nursery that is ranked using our admissions criteria (as above) to ensure that admissions are fair and transparent. The following procedures will be followed;

- When a parent or carer completes an online admissions form they are added to our applications list.
- The applications list is managed in accordance with the criteria for admissions set out above. Children are categorised into the term they will be eligible to start (term after 2nd or 3rd birthday) and their allocated hours (15 or 30hrs.)
- Once you have been added to our applications list you will receive an email from the school office informing you of our admissions process and timelines.
- The length of time children are on the applications list in no way influences the decisions about places.

3.4 Allocation of places for a Nursery (3-4yrs) place

We have two main admission dates throughout an academic year which are September & January. We may have a very small intake in April but this will only be if there are spaces as the nursery is typically full after Jan places are taken.

We accept late applications, and offers will be made pending available places.

Key dates to note when applying for a place at Tenterfield Nursery School:

Allocation of Places	
For a September Start	Offers will be made in February (last date for applications 31 st January)
For a January Start	Offers will be made in July (last date for applications 30 th June)
For an April start	Offers will be made in October (last date for applications 30 th September)

When places are offered, the parent or carer who is next on the applications list will be contacted by telephone and in writing requesting confirmation that the place is still required.

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If no communication is received from the parent or carer within 7 days, the next person on the applications list will be contacted and offered the available place.

If the parent or carer still wishes to take up the place for their child, they will be asked to complete our new starter paperwork and return within 7 days. Transition arrangements will then be put in place.

After the application date has closed, and all families who applied by the deadline have been offered a place (in line with our admissions policy) we will then move to a 'first come, first serve' offer for late/in-year applications. Once the nursery is full, we will close all applications and inform families to reapply for the following term/year.

If we are unable to offer your child a place, we will send you an email confirming this and your child will automatically be moved to the next 'allocation of places' on our applications list. If you want your child to be removed from our applications list for any reason, please confirm this in writing to admissions@tenterfield.herts.sch.uk

3.5 In-Year Applications

Once the academic year's organisation has started, the nursery will allocate a space if they are able to accommodate an additional child based on its current structure. If there are no spaces available at the time of your application, upon request your child's name will be added to our applications list.

3.6 15 hours universal childcare

A funded 15-hour place is offered over five mornings Monday to Friday term time only.

We expect children to take their full allocated 15 hours across the week to ensure progression of learning and full access to our curriculum. A reduction in hours 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

You may be at risk of your nursery application being declined if you do not take your full allocation of hours.

3.7 30 hours' free childcare

Some children aged 3 and 4 are eligible for an extra 15 hours childcare: this is known as 30 hours' free childcare.

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Parents/carers will be asked to indicate whether they are eligible for 30 hours funding when they apply for a nursery place.

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code prior to starting the Nursery in order to be considered for a 30 hours place (no child will be admitted without a code.) Eligibility is reviewed termly via Hertfordshire online portal and should a child fall out of eligibility during any term, fees will become payable.

A 30 hour place is offered as five sessions across the week term time only. Sessions run Monday to Friday 8.45am to 2.45pm.

We expect children to take their full allocated 30hours across the week to ensure progression of learning and full access to our curriculum. A reduction in hours 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

You may be at risk of your nursery application being declined if you do not take your full allocation of hours.

We do allow children to share their 30hr entitlement with a childminder, however they would need to accept a minimum of 15hrs.

We must receive your funding code via a parent declaration form before the relevant termly cut-off dates, which depend on when you apply:

- 31st August
- 31st December
- 31st March

If we do not have your 30-hour funding code before the cut-off date above, you will be required to pay for your child's place.

3.8	Grace	Periods
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Parents are responsible for checking their eligibility through HMRC and must reconfirm their details every 3 months.

- You must be aware of your code's expiry and reconfirmation dates.
- If you do not reconfirm your eligibility with HMRC on time, your child will lose their entitlement to 30 hours' free childcare.
- In this case, you will be required to pay for your child's 30hr place.
- The nursery cannot take responsibility if you do not maintain a valid code.

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3.9 Fee- Paying 2s

To maintain the high standard of care and early education provided, nursery fees for two-year-old places will be subject to periodic review.

From January 2026, the hourly rate will increase by £0.50 per hour, in line with the Government's current hourly base rate (April 2025 – April 2026).

- Current Fee: £8.00 per hour (£24.00 per session)
- New Fee (from January 2026): £8.50 per hour (£25.50 per session)

There is a possibility of a further small increase from April 2026, subject to Government funding allocations and base rate adjustments.

Parents/carers will be notified in advance of any changes to fees.

3.10 Wraparound

Further wraparound hours can be booked on a fee-paying basis to top up any funded hours a child is entitled to (not available to 2yr old children.) Those accessing wraparound during the Nursery day will receive their additional hours within our Nursery setting to ensure a seamless link between their funded and fee-paying time at Tenterfield.

Breakfast Club is open Monday – Friday 8am to 8.45am during term time to Tenterfield children aged 3 – 4 years old and children in Reception & KS1 at Welwyn St Marys. It is booked on a first come first served basis via Arbor.

After School Club is open Monday – Thurs 2.45 to 5.30pm, Fridays 2.45-4.30pm during term time. We have a walking-bus service to collect children in Reception & KS1 at Welwyn St Marys. Bookings are taken on a first come first serve basis with priority given to those attending Tenterfield Nursery School.

During school holiday periods Holiday Club is open Monday – Friday 8am to 4pm. Places are offered on a first come first served basis via Arbor.

All wraparound enquiries need to be emailed to wraparound@tenterfield.herts.sch.uk Parents of children who do not attend Tenterfield will need to be set up as a guest on Arbor, our Management Information System (MIS).

We reserve the right to refuse a booking based on previous non-payment of fees.

Children who are recommended to attend full time by social services, the health visitor or other official body will be admitted to wraparound if there is a space available and it is deemed by the Headteacher to be the appropriate place for the child.

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2.10 Deferring a reception place

Parents may defer their child's entry to the nursery school until a year later but not beyond the point at which the child reaches compulsory school age in the following academic year.

Decisions on requests for deferring a reception place will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Summer Born (1 April to 31 August)
- The headteacher's views

Wherever possible, requests for deferring a place will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy.

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