



# Cherry Tree Primary School

October 2017

Dear Parents/Carers,

As you are aware from September 2018 there will no longer be an online system of applying for your child's preferred Nursery place co-ordinated by Herts County Council. Instead parents/carers will need to apply directly to the school/s of their choice. In partnership with local Nursery classes, Cherry Tree Primary School will adhere to the following timetable when dealing with admissions.

The timeline for local schools nursery admissions is as follows:

Deadline to apply to your chosen school/s	<b>Friday 23<sup>rd</sup> February 2018 - 9am</b>
Offer letters sent by schools to parents/carers	<b>Monday 5<sup>th</sup> March 2018 (2<sup>nd</sup> class post)</b>
Deadline to accept place and return paperwork to chosen school	<b>Friday 23<sup>rd</sup> March 2018 - 9am</b>

Cherry Tree has 32 places in our morning nursery. Our hours are 8.55am - 11.55am Monday to Friday. We do not offer the 30 hour entitlement ourselves, however we work in partnership with Pickles Pre-school who operates from a building on our school site. Also we are happy to work with other providers if necessary e.g. child minders.

If more applications are received than places available the criteria below will be used.

The following **Admission Rules** for applying for a nursery place will be used at Cherry Tree Primary School. The rules will be applied in order. (Please refer to Nursery Admissions Arrangements document for 2017/18)

Parents must apply direct to the school office for a place and places will be allocated following the school's criteria as set out below.

**Rule 1:** Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**Rule 2: Children looked after** by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 3: Medical or Social Children** for whom it can be demonstrated that they have a particular medical or social need to go to the school.  
*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 4: Sibling Children** who have a sibling on the roll of the school or linked school at the time of application. This applies to reception through to Year 5 in infant, junior and primary schools.

**Rule 5: Distance** Children who live nearest to the school. This measure will be obtained using Google Maps, walking details will be used. The route with less miles will be used. Children not considered under rule 4 will be considered under rule 5.

These rules are applied in the order they are printed above. 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.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. If there are fewer applications than places available at a school all applicants will be admitted. If there are not enough places available, places will be allocated in the following order of priority.

### **Oversubscription Criteria**

**Rule 1: EHC (Education, Health and Care)** Children with a statement of Special Educational Needs which names the schools 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** by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 3: Medical or Social** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.  
*A panel will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 4: Sibling Children** who have a sibling on the roll of the school or linked school at the time of application. This applies to reception through to Year 5. This will be applied to twins even if this takes the intake over number.

**Rule 5: A child 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

**Rule 6: Distance** Children who live nearest to the school. This measure will be obtained using google maps, walking details will be used. The route with less miles will be used. *Children not considered under rule 5 will be considered under rule 6.*

**Rule 7: Any other children** If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

### **Tiebreak**

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.



# NURSERY APPLICATION FORM: Cherry Tree Primary School

PLEASE USE BLOCK CAPITALS			
Child details			
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:			
<b>Special Educational Needs</b> <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
<b>At risk</b> <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
<b>Children in Public Care</b> <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
<b>Social or medical reasons</b> <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
<b>If you have a sibling at this school, enter their name and date of birth:</b>			
<b>Early years setting/s child attends or has attended (if applicable)</b>			

<p>If you are claiming the additional 15 hours with another provider - please give details of provider and their address and phone number:</p>	
--	--

<p>If you have any other requirements please enter here:</p>	
--	--

**Please complete the details for both parents if living at the same address:**

**Parent/carers 1    Parent/carers 2 details**

<b>Title:</b>		
<b>Forename:</b>		
<b>Surname:</b>		
<b>DOB:</b>		
<b>National Insurance Number:</b>		
<b>National Asylum Support Service (NASS) Number (if applicable):</b>		
<b>Address:</b>		
<b>Email address:</b>		

<b>Telephone numbers</b>			
<b>Daytime:</b>		<b>Mobile:</b>	

**I confirm that the details above are correct to the best of my knowledge.**

<b>Signature of parent/carers:</b>	
------------------------------------	--

## 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 Cherry Tree Primary School 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/carer: ..... Date: .....

**Thank you for completing this information.**

**Please return to Cherry Tree Primary School by 23/03/2018 - 9am.**

**Any application received after this date will be classed as a late entry and will reduce your chance of getting a school of your choice.**

### Notes to parent

#### **How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing for XX School, 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 and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

<b>OFFICE USE ONLY:</b>	<b>Date Received:</b>	
	<b>Distance:</b>	