Tannery Drift
First School

Enjoyment – Achievement – Respect

Nursery Admissions Policy

Last Review Date:
October 2026

Next Review Date:
October 2027

Artsmark Gold Award Awarded by Arts Council England

www.tannerydrift.herts.sch.uk

Nursery Admissions Policy

Children join our Nursery at the start of the academic year in which they will turn 4 (the academic year begins on 1st September). Applications for a place in the Nursery are made directly to the school; a link to the online application form will be available on the school website, and paper copies may be requested from the school office. Details of Open Events are published on the school website.

Applications for a place in our Nursery will be accepted as on time applications when received by the school no later than 15th January. Any applications received after this period will be considered as late applications and will not be considered for a place until all on time applications have been processed.

We have a maximum of 45 part-time places in our Nursery, if there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Nursery Oversubscription criteria

Rule 1: Children who are already attending Tannery Drift First School Nursery.

Rule 2: Children who will use their hours (under either the 15-hour or 30-hour schemes) across 5 days. Priority will be given to those children who will use their funded hours across 5 days. 15 hours places will be allocated as either a block of 5 morning sessions or a block of 5 afternoon sessions.

Rule 3: Children looked after and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order.

Children who were not looked after immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.

Rule 4: Medical or Social Needs. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. An application made under Rule 4 should clearly demonstrate why the school is the **only one** that can meet your child's need in a way that no other school can.

Rule 5: Sibling. Children who have a sibling on the roll of the school at the time of application. This applies to Reception through to Year 3.

Sibling definitions:

- Brother or sister.
- Half brother or sister.
- Adopted brother or sister.
- Child of the parent / carer or partner.

- Children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging placement.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

A sibling must be on the roll of the school at the time of application (and when child starts), or have been offered and accepted a place.

Rule 6: Nearest School. Children for whom it is their nearest school.

Rule 7: Distance. Children who live closest to the school are given priority. Children not considered under Rule 6 will be considered under Rule 7. Distance will be measured using FreeMapTools.com. We will apply an as the crow flies measurement using postcodes.

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, children will be prioritised using the next rule.

In the event of a tie break, where two different addresses are the same distance from school, we will use a ballot to allocate the place.

We will notify parents of whether we are able to offer a place or not by 23rd February. If a child is not offered a place initially, they will be placed on a waiting list and will be contacted if a place becomes available. Places on the waiting list will be ordered using the oversubscription criteria above.

Nursery Places

Parents will have seven days to accept or reject their place, if no response is received by the deadline, it will be assumed that the place is not required, and it will be offered to the first person on the waiting list.

Once your place is confirmed, parents are invited to a pre-start meeting where a date will be set for children to visit the setting and experience the Early Years provision. At this time, you will also collect a 'Welcome Pack' which contains useful information about the school.

A member of the Early Years Team will visit your child at either their playgroup or nursery to introduce themselves. If your child does not attend one of these settings, they will arrange to visit your child at home.

If we feel that the allocation provided to your child does not meet their learning and development needs, we reserve the right to change their attendance pattern. In this case, we will discuss this with you before any changes are made and keep this under review.

A place at Tannery Drift First School Nursery does not guarantee a place in Reception in the main school. Parents will need to reapply through the Hertfordshire County Council

Admissions system for a place in Reception.

If you have any further queries regarding the admissions process, please contact the school office on 01763 246549 where Mrs Smith will be happy to help you.

Nursery Places for 'Rising 3s'

In the event that we have available spaces in our Nursery from September, once all children who will be 4 during the academic year have been allocated and taken up their places, the school may offer a limited number of places to 'Rising 3s'. These are children who will turn 3 during the academic year and who meet the eligibility criteria set out below.

Children offered a Rising 3 place may start from the beginning of the term following their third birthday. Rising 3 children will usually attend Nursery for four or five terms before joining Reception.

If a child is offered a Rising 3 place, they will automatically retain their Nursery place for the following academic year. A place in our Nursery does not guarantee a place in Reception; parents must apply through the Hertfordshire County Council Admissions process.

As part of the decision-making process, we ask parents/carers to consider whether their child is 'school ready' before applying for a Rising 3 place. Children should be able to:

- separate from their parent with appropriate support
- follow simple instructions and routines
- engage in play and learning alongside others
- demonstrate early independence in self-care (e.g. toileting, handwashing, eating)

Before submitting an application for a Rising 3 place, parents must contact the school to arrange a visit. This visit allows staff to meet the child, discuss their developmental needs, and ensure that both the school and parents feel that a Rising 3 place is appropriate for them. The School Office will provide a Rising 3 application link following your visit.

Allocation of Rising 3 places will usually be made on a first-come, first-served basis. However, where more applications are received than spaces available, allocations will be made in line with the existing Nursery oversubscription criteria.

If you have any further queries regarding the admissions process, please contact the school office on 01763 246549 where Mrs Smith will be happy to help you.

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