



Studlands Rise First School Nursery Admissions Policy

Nursery Application Process for Entrants in 2023-24

Our Nursery forms part of our Foundation Stage Unit and caters for children who are going to have their 4th birthday in that academic year, which starts on 1st September. It is an educational based Nursery led by an experienced, qualified teacher and well qualified early years practitioners. For further information about the Nursery and the sorts of activities that are covered, please see our Early Years prospectus on our website (www.studlandsrise.herts.sch.uk) If the Nursery is not full in September with children who will be 4 in that academic year, we will also welcome applications from younger children to start in the Nursery the term after their third birthday (so they would spend 4 or 5 terms in the Nursery until they reached the correct age to enter a Reception class).

We welcome visits from prospective parents to see our school. Please contact Mrs Manning or Ms Felstead in the school office on 01763 243930 or admin@studlandsrise.herts.sch.uk and they will be happy to arrange a time for you to visit.

Our session times in Nursery are: morning Nursery 9.00 – 12.00 with flexible drop off from 8.40, lunch club from 12.00 until 1.00 and afternoon sessions from 1.00 until 3.00

All Nursery aged children are entitled to a free 15 hours of childcare per week (570 hours per year split over 38 term time weeks). If you meet certain criteria (you can check at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>) your child may be eligible to have 30 hours of free childcare per week (1140 hours per year split over 38 term time weeks). At Studlands Rise First School Nursery, we automatically allocate all children every morning session (9.00 – 12.00, with flexible drop off from 8.40) as their 15 hour entitlement. If you are eligible for the free 30 hours, then your child can also stay for daily lunch clubs (12.00 – 1.00) and afternoon sessions (1.00 – 3.00). The only cost would be if your child wanted a school lunch to be provided, which currently cost £2.60 per day. If your child is not entitled to the free 30 hours, then you can choose to book your child in for lunch clubs and afternoon sessions in addition to the free morning sessions; these currently cost £5.50 per hour.

How to Apply for a Place in Nursery (Children who will be 4 in the academic year starting on 1st September 2023)

Please fill in an application form downloadable from our school website (www.studlandsrise.herts.sch.uk) and return it to Nurseryapplications@studlandsrise.herts.sch.uk or post the form back to school if you cannot email it. We will accept applications for a place in our Nursery to start in September 2023 (from parents of children who will be 4 in the academic year starting on 1st September 2023) from 1st November 2022 until 17th March 2023 at 5.00 pm

When your application is received you will get an automated email response acknowledging this. If there is no acknowledgement within 5 days of you submitting your application, please contact Mrs Manning or Ms Felstead in the school office on 01763 243930.

We have a total of 30 places in our Nursery.

If we are oversubscribed our criteria will give preference to children in this order:

1. Children who have attended our Nursery as a rising 3 year old (ie the child has joined in the Spring or Summer term following their third birthday), have a guaranteed place for the following September.

2. Children with an Education and Health Care Plan that names Studlands Rise First School as the preferred school.
3. Children who are looked after and who were children who were looked after, but ceased to be so because they were adopted (or became subject to a children arrangement order or a special guardianship order).
4. Children who are 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan
5. Siblings of children in the main school, that will still be in the school at the start of the next academic year (ie the sibling is currently in Reception – Year 3).
6. Children of staff members at the school.
7. Distance from nursery to home address using Google Maps. We will use post code to post code and the walking route.
8. If there is a tie break for the last place then we will use a ballot.

You will be notified by email on 24th March 2023 of whether we are able to offer your child a place or not. If you are unsuccessful we will keep a waiting list open and will contact you should a place become available. All places will be offered using the criteria above.

You have until Friday 21st April 2023 at 5.00 pm to accept or reject your place. If you have not accepted or declined your place by the 20th April 2023, Mrs Manning will contact you to ensure that you are aware that the offer has been made. After 21st April 2023 it will be assumed that any places that have not been accepted are not required, and they will be offered to people on our waiting list.

If you are applying outside of our admissions period, please contact Mrs Manning in the school office on 01763 243930 or admin@studlandsrise.herts.sch.uk Applications received outside of the admissions period will be considered as they are received.

Please note that a place at Studlands Rise First School Nursery does not guarantee a place in Reception in the main school. You need to reapply through Hertfordshire County Admissions system for a place in the Reception class.

How to Apply for a Place in Nursery (Children who will be 3 between 1st September 2023 and 31st March 2024)

If we have not filled all 30 of our Nursery spaces with children who will be 4 in the 2022-23 academic year, then we will have a second application round for parents of children who will have their 3rd birthday between September 1st 2023 and March 31st 2024. If successful, these children would join the Nursery the term after their third birthday (starting in January 2024 for children who are 3 between 1st September 2023 and 31st December 2023; starting after the spring holiday in April 2024 for children whose 3rd birthday is between 1st January 2024 and 31st March 2024).

Please fill in an application form downloadable from our school website (www.studlandsrise.herts.sch.uk) and return it to Nurseryapplications@studlandsrise.herts.sch.uk or post the form back to school if you cannot email it. We will accept applications for a place in our Nursery to start in January 2024 (for children who are 3 between 1st September 2023 and 31st December 2023) or to start in April 2024 (for children who are 3 between 1st January 2024 and 31st March 2024) from 28th April 2023 until 23rd June 2023 at 5.00 pm

When your application is received you will get an automated email response acknowledging this. If there is no acknowledgement within 5 days of you submitting your application, please contact Mrs Manning in the school office on 01763 243930.

If we are oversubscribed our criteria will give preference to children in this order:

1. Children with an Education and Health Care Plan that names Studlands Rise First School as the preferred school.
2. Children who are looked after and who were children who were looked after, but ceased to be so because they were adopted (or became subject to a children arrangement order or a special guardianship order).

3. Children who are 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan
4. Siblings of children in the main school, that will still be in the school at the start of the next academic year (ie the sibling is currently in Reception – Year 3).
5. Children of staff members at the school.
6. Distance from nursery to home address using Google Maps. We will use post code to post code and the walking route.
7. If there is a tie break for the last place then we will use a ballot.

You will be notified by email on October 2nd 2023 of whether we are able to offer your child a place or not to start in January 2024 or April 2024. If you are unsuccessful we will keep a waiting list open and will contact you should a place become available. All places will be offered using the criteria above. You have until Friday 6th October 2023 at 5.00 pm to accept or reject your place. If you have not accepted or declined your place by the 5th October, Mrs Manning will contact you to ensure that you are aware that the offer has been made. After 6th October it will be assumed that any places that have not been accepted are not required, and they will be offered to people on our waiting list.

If your child is offered a place as a rising 3 year old then they are guaranteed their place in Nursery for the academic year in which they will be 4.

If you are applying outside of our admissions period, please contact Mrs Manning in the school office on 01763 243930 or admin@studlandsrise.herts.sch.uk Applications received outside of the admissions period will be considered as they are received.

Please note that a place at Studlands Rise First School Nursery does not guarantee a place in Reception in the main school. You need to reapply through Hertfordshire County Admissions system for a place in the Reception class.

J. Weatherhead (Chair of Governors)

Alison Rinna (Headteacher)