



WOODHALL SCHOOL



www.woodhall.herts.sch.uk

Woodhall Lane, South Oxhey, Watford, Hertfordshire, WD19-6QX.

Telephone: 0208 428 3447

Email: admin@woodhall.herts.sch.uk

This document outlines the Nursery Admissions Criteria for Woodhall Primary School, which have been considered and agreed by the Governing Body in December 2017.

The school offers 30 places for 15 hours a week, morning only provision and term time only for 38 weeks per year. Children are offered a place in Nursery starting in the September of the academic year in which they are four. Please note that applications to the Nursery and Reception classes are two separate procedures and attendance at Nursery does not guarantee admission to the Reception class.

Parents should apply directly to Woodhall Primary School if they wish their children to attend the school's Nursery from September 2019. If there are fewer applications than the 30 places available, all applicants will be admitted. However, if there are more than 30 applicants, places will be allocated in the following order of priority:

- 1) Section 324 of the Education Act 1996 requires the Governing Body of all maintained schools to admit a child with an Educational Health Care Plan (EHCP) that names their school. Greenfields Primary School will admit children with an EHCP if they are able to cater for that child's specific needs and educational requirements.
- 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 arrangement order or special guardianship order.
- 3) Children for whom it can be demonstrated that they have a particular medical or social need to attend the school.
- 4) Children who have entered Nursery during the academic year 2018 – 2019 in the term following their third birthday, but who will be part of the academic year 2019 – 2020.
- 5) Children who have a sibling on the roll of the school at the time of application, unless the sibling is in the last year of the normal age-range of the school (Year 6). If you have accepted the offer of a Reception place for September 2018 for another child in your family, this will also be considered a sibling application.
- 6) Children who live closest to the school.

Tie – Break

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. For example if more children apply under rule 4 than there are places available rule 5 will be used to determine who is offered a place.

The admission criteria will also determine the position of children on the continued interest list. If any families do not accept the offer of a place this continued interest list will be used to offer additional places.

In considering rule 6, *children who live closest to the school*, the distance is measured in a straight line. Where there is a need for a tie-breaker when two different addresses measure the same distance from the school the tie-break will be random. If the addresses are in a block of flats the lower door number will be deemed nearer as this will be on the lower floor and therefore closer to the school.

The Nursery allocation process will be administered by Woodhall Primary School. Distances will be calculated using the 'Find My Nearest School' website.

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-diatance.aspx>

Timeline for September 2018 Admissions

- 1) Parents are warmly welcomed to visit the school. Appointments can be made by calling the school office on **0208 428 3447**.
- 2) Applications can be made at any time and application packs are available from the school office.
- 3) Applications close on **23rd February 2019**.
- 4) Offers are made to parents on **5th March 2019**. These offers are made via e-mail, or, if there is no e-mail address by telephone and if there is no response to telephone calls, by letter.
- 5) The deadline for parents to accept offers is **23rd March 2019**.
- 6) If places remain unfilled additional places, to those on the initial continued interest list, will be offered on from **16th April 2019**.

Eligibility for Early Admission to the Nursery Class

If the Nursery class is not full during the academic year 2018 – 2019 the school will admit children in the term following their 3rd birthday.

This means that children who are three between 1st September 2018 and 31st December 2018 can be admitted to the Nursery from January 2019.

Children who are three between 1st January 2019 and 31st March 2019 can be admitted from 1st April 2019. These children will then have the opportunity to spend 4 or 5 terms in the Nursery setting before entering Reception in September 2020, the academic year in which they are five.

All families are eligible to apply for the additional 15 hours childcare from their child's third birthday.

If there are more children wishing to take up this opportunity for additional time in the Nursery class than available places, the criteria for admission will be on age so that the oldest children are admitted first.

Additional Information

- Parents will need to complete the Woodhall Primary School application form by the published deadline (23rd February 2019).
- Parents should ensure that any supporting documentation has been submitted with their application. (See application form for categories that require additional information to be submitted.)
- If fewer than 30 places are accepted the remaining place(s) will be offered to the next applicant(s) on the original list.
- When all places have been accepted from this original list, a continued interest list, or waiting list, will be established to include all remaining confirmed applicants and any late applications received after the closing date.
- We ask parents on the continued interest list to keep the school advised of any changes in circumstance. The school will contact families on the continued interest list termly, to establish if they wish to continue to register an interest. Names will be removed from the list in the July following admission to the Nursery.
- As there is no statutory requirement for children to attend Nursery there will be no right of appeal.

- On receipt of an offer on 5th March 2019, parents should ensure that they reply by 23rd March 2019. The school will make every effort to contact you before this date to remind you that a response is required. However should we not receive your notification of acceptance by 23rd March 2019 the offer will be withdrawn and the place made available to other children on the waiting list.
- If you are not offered a place in the Nursery class this means that other applicants have achieved higher placing than you when the admission criteria have been applied.

Applications under rule 3 Medical or Social Need

Applications under rule 3 medical or social need, will only be considered at the time of the initial application. All applications will be considered separately but **must** include the following:

- a) Specific, recent professional evidence that justifies why only Woodhall Primary School can meet a child's individual needs and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only Woodhall Primary School can meet the child's needs
- c) **For medical cases** - a clear explanation of why the child's severity of illness or disability makes attendance at Woodhall Primary School essential. Evidence must show why only Woodhall Primary School can meet the child's needs.

Applications under rule 3 can only be considered when supported by a recent letter from a professional involved with the child or family. For example, a doctor, psychologist, police officer or social worker. The supporting evidence needs to be at the school as soon as possible but no later than the closing date for applications (16th March 2018).

In-Year Admissions

If a place becomes available during the school year this will be offered to the child at the top of the continued interest or waiting list. This list is subject to the admissions criteria as stated and any additional applications during the course of the academic year will be placed on the list after the admissions criteria have been applied to their application.

Glossary of Terms

- a) **"Parents"** shall mean and include any person or persons *in loco parentis* to the applicant
- b) **"Applicant"** is a child on whose behalf an application for admission is being made
- c) **"Sibling"** means a brother, sister half brother or sister, adopted brother or sister, or the child of the parent/carer or partner and in every case living in the same house Monday to Friday.
- d) **"Permanent home address"** means the address as at the closing date of applications to Woodhall Primary School. If a child regularly lives at more than one address Monday to Friday the address provided should be the address where the child spends the majority of his/her time. Both parents/Carers must declare this individually with the application.

Please note that any information provided on or with the application that is found to be incorrect could result in the child's place at Woodhall Primary School being withdrawn, even if they have already started in the Nursery class.

