



Nursery Admissions Policy

November 2025

Policy Type:	School
Review schedule:	Annual
Target audience:	Parents
Summary:	The arrangements for Nursery admissions

Mission

To provide an exciting, ambitious and unique early education for all

Values

- **Respect:** Accepting yourself and others for who they are
 - **Ambition:** A desire to achieve your best
- **Perseverance:** To keep going in spite of obstacles

We respect our pupils as individuals and along with our school community share high ambitions for them. Developing their perseverance so that in spite of future obstacles they can continue to be their best self and develop their love of learning.

Fawbert & Barnard Infants' School
NURSERY ADMISSIONS POLICY
For Admissions in Academic Year 2026-2027

Our Nursery class offers two sessions daily from 8.45am to 11.45am and 12:15noon to 3:15pm term time only in our Early Years Foundation Stage.

The School can offer up to 60 nursery places, dependent upon the take up of the 30 hour Childcare scheme and children continuing on roll from the previous academic year.

INTAKES

Fawbert & Barnard Infants has one main intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2026 will be for those children born between 1st September 2022 and 31st August 2023.

In the event of Nursery places being undersubscribed after the main intake, places will continue to be offered throughout the year on a first come basis for children born between 1st September 2022 and 31st August 2023.

In the event of Nursery places still being undersubscribed, further intakes will be offered for January 2027 and thereafter April 2027 for children who have turned three in the preceding term, i.e. born between 1st September 2023 and 31st December 2024 for a January intake or 1st January 2024 and 31st March 2024 for an April intake.

A child on roll from the January 2027 or April 2027 intake will be automatically eligible to continue in Nursery in the next academic year so need not reapply for September 2028.

15/30 HOUR CHILDCARE PROVISION

Fawbert & Barnard Infants offers 15 hours Free Early Education as either a morning session every day or an afternoon session every day.

We also offer the additional 15 hours to provide 30 Hour Childcare provision. Lunch club from 11.45am–12:15noon is provided free by the school for full day children who can either have a lunch provided by the school (paid for by parents / carers via Arbor) or bring in their own healthy packed lunch.

The offer of a Nursery place is usually for a **FULL** time place. Pupils will be expected to attend every day, 5 days a week, 38 weeks a year (term time only) whether they are attending the 15 hours Free Early Education or 30 hour Childcare scheme. Departure from these terms **may** be allowed at the school's discretion but we ask that you inform us of any special requests (i.e. specific session patterns) **at the time of application**. Failure to do so may mean that we are unable to accommodate your requirements.

A child will be eligible for 30 Hours Childcare if they meet the Government's eligibility criteria at the time of admission. Parents and carers will be expected to demonstrate their eligibility termly, using the Government website.

Where a family expresses an interest in and takes up the offer of the 30 hours but does not qualify under the eligibility criteria, they will be liable for the cost of the additional hour's childcare per week to be charged at the published rate determined by the admitting authority.

Invoices are issued termly and are payable in advance or in instalments by prior arrangement.

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare funding will be directed to this school. This guarantee is made on the

Parent Declaration Form which should be returned and completed and signed before your child starts attending at our setting. This is given at the meet the teacher 1:1 meetings.

If hours are available, additional hours can be paid for by non-eligible applicants by private arrangement only, at a rate determined by the school.

ADMISSIONS PROCEDURES

All schools/nurseries are now responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's electronic application form via the school website. If a paper application is required, please contact the School Office. This application form must be returned to the school office by **Friday 6th March 2026** by 4pm at the latest (see timeline below).

The Admissions timetable for all schools is no longer laid down by HCC. Fawbert & Barnard Infants and other local schools aim to use the following time line for processing applications to their schools.

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|---|---|
| Monday 12 th January 2026 | Application system opens |
| <input type="checkbox"/> Friday 6 th March 2026 | Application system closes at 4pm |
| <input type="checkbox"/> Monday 16 th March 2026 | Places will be offered directly to parents by email or letter |
| <input type="checkbox"/> Friday 24 th April 2026 | Deadline for parents to accept place by email/in writing. |

The Governing Body will apply their Admission arrangements using the information submitted by parents in the School's application form. If your form is not completed correctly this may result in the application given a lower priority.

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school place is a separate exercise and is controlled by the relevant County Council.

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names Fawbert & Barnard Infants, Sawbridgeworth will be admitted to the Nursery class (Section 324 of the Education Act 1996).

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the governors in this order:-

Criteria 1

a) 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 a special guardianship order).

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

Criteria 2

Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, which includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

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 Fawbert & Barnard Infants under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Criteria 3

Children, who will have a sibling in the school or in the linked school (Reedings) at the time of **admission**. (Note c)

Criteria 4

Children, whose parent is a permanent member of the teaching staff. (See Note e)

Criteria 5

Nearest School: Children for whom at time of **application**, Fawbert & Barnard Infants is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire County Council's admission rules.

Criteria 6

If your child does not qualify under Criteria 5, they will be under Criteria 6.

Distance: Children who live nearest to the school. This will be determined by a measurement of the distance from their home address to the school provided by Hertfordshire County Councils' 'Find a School Service' on the Hertfordshire.gov.uk website. (Also applicable for Essex residents)

Notes

- a) 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 tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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. If there are two identical addresses of separate applicants, the tie break will be random.
- b) The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38). An 'adoption' order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).
- c) In respect of 'Children Looked After', 'Home Address' and 'Sibling' the governors use the same definitions as HCC.
- d) Every effort will be made to accommodate twins and other 'Multiple birth' applications provided that this does not breach maximum class size regulations.
- e) Children of teaching staff (QTS) will be considered in the following circumstances:
 - i) Where the member of teaching staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made or
 - ii) The member of the teaching staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage.

CONTINUING INTEREST LIST (WAITING LIST)

In the event of more applications than available places, the ~~g~~Governors will maintain a continuing interest list (waiting) list. A child's position on a this list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join through late or in year applications or leave it. The School will contact parent/carers if a vacancy becomes available and it can be offered to a child.

Parents are requested to inform the School if they wish their child's name to be removed from the ~~c~~Continuing interest list.



Legislation and guidance linked to this policy:

Section 324 of the Education Act 1996

Hertfordshire County Councils' 'Find a School Service' on the Hertfordshire.gov.uk website

The Children's Act 1989

School Policies linked to this policy:

Reception and In-year Admissions policy