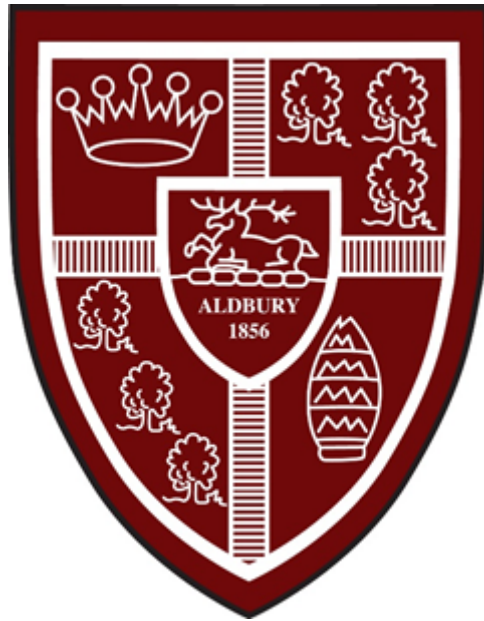


Aldbury C of E Primary and Nursery School



Nursery Admissions and Sessions Policy

'To live life in all its fullness' (John 10:10)

Approved by: FGB	Date: December 2025
Last reviewed on: December 2025	
Next review due: December 2026	



ADMISSIONS

1. Admission to Nursery will be applied using Aldbury Primary School Admission Rules to Nursery and these are based on guidelines from Hertfordshire County Council oversubscription criteria for maintained nursery schools and classes. Once a place has been offered and accepted, this will qualify your child for the 5 Government Funded sessions (15 hours).
2. If you are entitled to the additional 15 hours funding (30 hours in total, when considered together with the 15 hours above), the admission rules will still apply and places will be allocated in the same way using the same Aldbury Primary School Nursery Admissions rules and process.

NURSERY ADMISSION RULES September 2026

Admission to Aldbury C of E Primary and Nursery School will be allocated according to the following admission criteria and by applying for a place using the on-line admission form on the school website, by the deadline stated on the school website www.aldbury.herts.sch.uk

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January - 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April - 31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September - 31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

Children under four years old who are admitted mid-year will require a pre-start assessment meeting with the parent/guardian to review their specific needs, such as toileting and settling-in requirements, prior to agreeing on a commencement date.

If there are fewer applications than places available at Nursery, all applicants will be admitted.

If there are more applications than places available, the oversubscription criteria outlined below will be used to prioritise applications.

The school follows Hertfordshire County Council's admission procedures.

In summary, the rules for community and voluntary-controlled first, infant, primary, junior and middle schools are as follows:

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.

Rule 1 Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 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.

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

Rule 4 Nearest School: Children for whom it is their nearest school. For Infant class entry if more children qualify under Rule 4 than places available, priority will be given first to twins/multiple births and then to those who live nearest to the school. For all other years (not subject to KS1 legislation), it will be those nearest to the school.

These rules are applied in the order that 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 tiebreak will be random.

Continuing Interest (CI)

After places have been offered, Aldbury Primary School will maintain a continuing interest (waiting) list for all Nursery applications. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The Aldbury Primary School Nursery Administrator will contact parents/cares if a vacancy becomes available. Continuing interest lists will be maintained for every year until the end of the summer term. If the Nursery class is oversubscribed, there is no appeal process for a Nursery place.

NURSERY SESSIONS

1. Children must attend a minimum of 5 sessions per week. These can be 5 mornings (8:45 – 12:00) or a combination of full day and morning sessions. We are unfortunately not able to offer afternoon only sessions.
2. Allocation of sessions will be applied in the following order:-
 - a) Children with particular medical and social requirements may be admitted to the sessions that would most suit their needs, in consultation with the school, parents and other agencies involved.
 - b) Ratios of children numbers and teaching staff.
 - c) Late applications and mid-year application to Nursery will be able to request their choice of afternoon sessions but will only be allocated a session where there is space available.
3. Selection will **not** be based on grounds of gender, race or religion.
4. Sessions will be allocated in April/May for the next academic year.
5. Access to additional sessions is not guaranteed but is dependent on capacity and spaces available as well as qualification for the additional funding hours.



6. Once agreed, sessions are set for the term and cannot be reduced unless there are exceptional circumstances and are entirely at the school's discretion.
7. All children allocated a Nursery place at our school are able to start at the beginning of the academic year (September), regardless of their birthdate, as we operate a one-term in-take in Nursery.

NURSERY CHARGES

1. The government-funded sessions you are allocated will be allocated first. Any additional sessions above your funding are to be paid for.
2. Sessions are set for the term. Sessions can be increased subject to availability. A letter will be sent out advising you of available additional sessions. Your request for additional sessions must be returned by the date given on the letter for us to consider this.
3. An additional session is defined as an afternoon or morning as per our session times, regardless of child drop off and pick up times, and is over and above the government-funded sessions offered. Additional hours above your funded allocation will be invoiced as per our schedule of charges.
4. We accept payments by the following methods:
 - a. School On-line Electronic Payment System
 - b. Childcare vouchers (subject to prior agreement)
5. All additional sessions allocated will be invoiced half-termly, in the last week of the previous half term for payment in the first 5 working days of the new half term.
6. Either should eligibility for 30 hours change parents will have the option to pay for the additional sessions or the child will only be permitted to attend the 15 hours of funded sessions.
7. Outstanding debts will be brought to the attention of the Governors.
8. If the school is closed, you will not be charged for your paid additional sessions.
9. Absence of the pupil during term time, e.g. through illness or holiday, will still be chargeable.

SCHEDULE OF CHARGES

From 1st September 2023 the following charges apply:

Additional Session : £22
Lunch Session (if attending morning only) : £6, plus an additional charge should a school lunch be required

To be reviewed on an annual basis.

