



# Nash Mills CofE Primary School

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## Admissions Policy Year of Entry 2026-2027

### Nursery year

#### Introduction

Nash Mills Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

#### Nursery Admissions

At Nash Mills, we offer a 30-hour Nursery provision for those eligible for 30-hours' funded childcare or a 15-hour provision, starting the September following the child's 3<sup>rd</sup> birthday.

The 30-hour provision runs from 8.50am-2.50pm. The 15-hour provision runs from 8.50am-11.50am. Parents have the option to extend the afternoon session until 3.15pm for an additional paid fee. Applications are made for either a 30-hour provision or a 15-hour morning provision and places are allocated on this basis. Should a parent wish to change this arrangement, places would be considered as an in-year arrangement.

For nursery, the Governing Body has decided that the maximum number of pupils that will be admitted will be 26 to ensure an efficient education and use of resource can be maintained.

Applications should be made directly to Nash Mills CofE Primary School using the School's own **Nursery Application Form** before the date specified at the end of this policy. This form can be downloaded from our school website or, on request, a copy can be collected from our school office.

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

The school provides for the admission of all successful applicants who have reached their 3<sup>rd</sup> birthday by the beginning of September 2026.

#### How places are offered

Children who have an Education, Health and Care Plan in which this school is named, will be offered a place at the school.

After the closing date for applications, in the event of there being more applications than available places, the following oversubscription criteria will be applied, by the Admissions Committee of the Governing Body, in the following order:

**Category 1** Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care



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outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>. Please refer to Definitions on the following page.

- Category 2** Children applying for 30-hours' provision who, at the time of admission, have siblings permanently residing at the same address who attend Nash Mills CofE School. In the event of joint custody being awarded, the address should be the child's current permanent address at the time of application. See Definitions.
- Category 3** Children applying for 15-hours' provision who, at the time of admission, have siblings permanently residing at the same address who attend Nash Mills CofE School. In the event of joint custody being awarded, the address should be the child's current permanent address at the time of application. See Definitions.
- Category 4** Children applying for 30-hours' provision whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once per calendar month for the year prior to the application being made and who live within 1.5 km of the school. Applicants in this category will need to ask their priest or minister to complete the Clergy Form. See Definitions.
- Category 5** Any other children applying for 30-hours' provision. See Definitions.
- Category 6** Children applying for 15-hours' provision whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once per calendar month for the year prior to the application being made and who live within 1.5 km of the school. Applicants in this category will need to ask their priest or minister to complete the Clergy Form. See Definitions.
- Category 7** Any other children applying for 15-hours' provision. See Definitions.

## Distance Measurements

If any category is oversubscribed after all factors have been considered, the places will be determined in that category according to the proximity of the child's permanent home address to the school, measured as described in the LA's Admissions literature and website.

Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences using a computerised mapping system.

## Tie Break



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In the event of a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest.

## Twins/Multiple Births

Every effort will be made to accommodate twins and other "multiple birth" applications.

## Definitions

In respect of the following categories, the Governors use the same definitions as Hertfordshire, set out in their admissions literature and website.

### Category 1

#### **Children in public care** (Children Looked After).

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

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 rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

#### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.



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<sup>2</sup> Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and

ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

(a) a public authority,

(b) a religious organisation, or

(c) any other organisation the sole or main purpose of which is to benefit society.

## **Category 2&3 - Sibling**

A sibling is defined as a sister/brother, half-sister/brother, adopted brother or sister, looked after or previously looked after child, or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday at the time of this application. To obtain a school place under the 'sibling rule', the older sibling must still attend the school at the time the younger child joins the school.

## **Category 4&6 - Christian Church**

The Governors define a Christian Church to be one which is a member of Churches Together in England, the Evangelical Alliance or Affinity.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## **Category 5&7 - Home address**

The address provided on the application form must be the child's current permanent address at the time of application.

"At the time of application" means the closing date for applications.

"Permanent" means that the child has lived at that address for at least a year.



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Where a family has not lived at an address for a year at the time of application, they may be asked to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

## **Unsuccessful applications - Continuing Interest List**

In the event of more applications than available places, the Governors will maintain a continuing interest list (waiting list). These and any late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school, it will be offered to the child that best meets the published admission rules at the time of the place becoming available. Parents are requested to inform the governors if they wish their child's name to be removed.

## **In Year Admissions**

Where the class is not at full capacity, children will be able to apply for a place outside of the timescales detailed in this policy. This will be organised directly through the school using the standard application form. Usually, new pupils will start within the class at the start of the following school term as long as they have turned 3 prior to the start of that term.

## **Starting Reception Class**

Please note that, unfortunately, attendance at our Nursery does not guarantee entry to our Reception class and parents will need to apply again if they want their children to stay at Nash Mills CofE Primary School and attend the Reception Class.

## **Primary Timescale Dates**

Closing date for applications to be submitted to school	23 <sup>rd</sup> March 2026 at 9am
Allocation information despatched to parents	26 <sup>th</sup> March 2026
Date by which parents/carers may accept or reject place offered	17 <sup>th</sup> April 2026