



## **Greenfields Primary School Nursery Admissions Criteria September 2025-6**

This document outlines the Nursery Admissions Criteria for Greenfields Primary School, which have been considered and agreed by the Governing Body in September 2025

The school offers up to 26 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 Greenfields Primary School if they wish their children to attend the school's Nursery class from September 2025. If there are fewer applications than the 26 places available, all applicants will be admitted. However, if there are more than 26 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 born in the summer term for the academic year 2024-25, whose parents are choosing to keep them in Nursery provision as a permanent member of the 2025 – 2026 cohort.
- 5) Children who have entered Nursery during the academic year 2024 – 2025 in the Easter term, but who will be part of the academic year 2025 – 2026.
- 6) 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 2025 for another child in your family, this will also be considered a sibling application.
- 7) Children of members of staff who have permanent contracts with Greenfields Primary School.
- 8) 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 8, 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 Greenfields 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-distance.aspx>

## **Timeline for Academic Year September 2025-26 Admissions**

- 1) Parents are invited to visit the school from **October 2024**. Appointments can be made by calling the school office on **0208 428 1166**.
- 2) Applications open on **1<sup>st</sup> January 2025**
- 3) Offers are made to parents on **1<sup>st</sup> May 2025**. 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.
- 4) The deadline for parents to accept offers is **31<sup>st</sup> May 2025**.
- 5) If places remain unfilled additional places, to those on the initial continued interest list, will be offered on.

## **30 Hours Free Childcare**

Parents, who qualify, are able to enrol their child and secure these additional 15 hours which provides a seamless 30 hours of provision, term time only. We offer 26 places for afternoon nursery 30 hours provision.

Eligibility for the additional 15 hours childcare can be checked at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)  
Codes must be applied for and in place before August 2025.

## **Eligibility for Early Admission to the Nursery Class**

If the Nursery class is not full during the academic year 2025-26 the school will admit children in the Easter term following their 3<sup>rd</sup> birthday.

This means that children who are three between 1<sup>st</sup> September 2025 and 31<sup>st</sup> March 2026 can be admitted to the Nursery from Easter 2026.

These children will then have the opportunity to spend 4 terms in the Nursery setting before entering Reception in September 2027, 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 Greenfields Primary School application form by the published deadline
- 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 26 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 1<sup>st</sup> May 2025, parents should ensure that they reply by 31<sup>st</sup> May 2025. 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 31<sup>st</sup> May 2025 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 Greenfields Primary School can meet a child's individual needs and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only Greenfield 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 Greenfields Primary School essential. Evidence must show why only Greenfields 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

### **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 Greenfields 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 Greenfields Primary School being withdrawn, even if they have already started in the Nursery class.**