Holdbrook Primary School & Nursery

Alexandra Way, Longcroft Drive, Waltham Cross, Herts, EN8 7QG
Tel: 01992 716789 Fax: 01992 716799

Nursery Admissions Policy

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body in Autumn Term 2026.

Signature: _____ **Date: _____**
Headteacher

Signature: _____ **Date:_____**
Chair of Governors

Holdbrook Primary School & Nursery Admissions Policy:

Children are eligible to join our Nursery in the term following their third birthday provided there are places available. There will be three intakes, September, January and April. All Nursery children can attend for 15 hours per week which is free and funded by the Government. Parents are welcome to complete an application form following their child's second birthday.

There is no fixed catchment area. However, as there may be insufficient Nursery places for the demand, priority will be given in the following order:

Places will be offered firstly to Looked After Children and previously looked after children,
i.e. for looked after children, children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and **previously looked after children,** children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

2. **Places will be offered to children who have a brother or sister**, including an adopted, foster, half- or step brother or sister, living at the same address who is attending Holdbrook Primary School at the time of admission.
3. **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application form and verified by professionally supported evidence) which makes this school the most suitable one for the child;
4. **The remaining places will be offered to children who live nearest to the school**, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

These criteria are used until all the available spaces are filled, and they are then used to draw up the waiting list for the school. The distance from home to school, criterion (4), is used as a 'tie breaker' if there are more applications than places under criterion (1), (2) or (3). For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. **Places are not offered on a 'first come, first served' basis. The offer of a nursery place does not guarantee a place in our reception class, for which you will have to apply separately.**

All applicants will receive a letter to notify them whether or not their application has been successful. Unsuccessful applicants will be placed on a waiting list and if a vacancy occurs a place will be offered to the child first on the list.