



NURSERY ADMISSIONS ARRANGEMENTS FOR 2024/25

Date agreed: September 2023

Review date: September 2024

Provision

Broadfield Academy has a nursery admissions number of 30. We offer the following sessions during term time only:

Morning Nursery – 15hrs	Monday to Friday	8:45am to 11:45am
30 hours	Monday to Friday	8:45am to 2:45pm
30 hours plus extension	Monday to Friday	8:45am to 3:45pm

Process of Applying for a Nursery Place at Broadfield Academy

- Please complete the online application form by Friday 1st March 2024. If you are experiencing any problems applying online, please email admissions@broadfieldacademy.org.uk.
- All applications received will be processed by the school during the week beginning Monday 4th March 2024 and the over subscription admission rules will be applied if necessary.
- Parents will be notified by the school if they have been offered a place or not by letter which will be emailed or posted (1st class) on Monday 11th March 2024.
- Parents have until Friday 22nd March 2024 to accept the offered place. If they have not been offered a place in any of the nurseries they applied to, they will need to telephone all nearby nurseries to see which ones have space.

In partnership with local Dacorum schools nursery admissions, Broadfield Academy will adhere to the following timetable when dealing with admissions.

Deadline to apply to Broadfield Academy	Friday 1st March 2024
Offer letters sent to parents/carers	Monday 11th March 2024 (by email or 1st class post)
Deadline to accept place and return paperwork	Friday 22nd March 2024

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP (Education, Health and Care Plan) that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

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Oversubscription Criteria

- Rule 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 outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order¹ or a special guardianship order².
- 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.
- Rule 3** **Sibling:** Children who have a sibling on the roll of the school. *This applies to reception through to Year 5, or if the sibling is in the school's final year as long as they will be in attendance at the time of admission.*
- Rule 4** **Children of Staff:**
Children of staff can only be admitted in the following circumstances:
- if the member of staff 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, and/or
 - if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by Hertfordshire County Council.
- The member of staff must be employed at the individual school. Children of staff employed by the MAT or at a "linked" or federated school cannot be prioritised under this rule. The child must be living permanently with the member of staff including step children and the children of partners living permanently in the same house.
- Rule 5** **Nearest School:** Children for whom it is the nearest school or academy. This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.
- Rule 6** **Distance:** Children who live nearest to the school.
Children not considered under Rule 5 will be considered under Rule 6.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

Tie Break

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest

After places have been offered, the school will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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 county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing Interest lists will be maintained for every year group until the end of the summer term. To retain a CI application after this time, parents must make an In Year application.

The schools will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, which is available at www.hertfordshire.gov.uk/admissions.

Fair Access

The school will admit children under the Fair Process Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.