



Yorke Mead Primary School

Hertfordshire County Council
Dulwich Way
Croxley Green
Rickmansworth
Hertfordshire
WD3 3PX

Telephone: 01923 778420

Fax: 01923 897415

E-Mail: admin@yorkemead.herts.sch.uk

Website: www.yorkemead.herts.sch.uk

Nursery Admission 2019-20

Dear Parent/ Guardian ,

Thank you for your interest in a Nursery place at Yorke Mead Primary school. The following information may help you as you consider the application process.

Who can apply for a nursery place in September 2019?

The online Nursery admissions process for September 2019 is for children born between 1st September 2015 and 31st August 2016. The Nursery admission process will now be administered by the school rather than centrally co-ordinated by Hertfordshire County Council as it was in previous years.

What are the admission rules?

The Governors at Yorke Mead Primary School will follow the admissions criteria as stipulated in the Hertfordshire Admissions documents. These criteria are described in detail on the school application form. As Community Schools we will offer places according to Hertfordshire admission rules, which will be applied on a priority basis in the order of the admission criteria.

How does the process work?

Parents may state their preference as to which Nursery class, school or centre they would like their child to attend in the years leading up to their fourth birthday. Each nursery you apply to will consider your application and you will be informed if you are successful on the allocation day in May. Each school has a PAN (Published Admission Number) which stipulates how many nursery children they can offer places to. If there are not enough places available for all applicants the admission criteria is applied to work out who will receive an offer.

Parents will need to complete a separate application form for each nursery they wish to apply to and, in the case of twins or multiple births, for each child.

Parents can apply for as many nursery places as they wish. Some parents may receive more than one offer – as other parents may not receive offers, we request each parent only accepts one nursery place. This will release places for other children.

If parents are applying for places under the medical, social or other criteria such as adopted children, looked after children or an EHCP they should ensure that any supporting documentation has been sent to Governors along with the application form.

The application list is closed on the published date. This date is given by the Local Authority each year and can be found in the information sent to parents by the LA in late Autumn prior to application.

Am I able to visit the nursery before I apply?

We welcome parents visiting the school to see us in action. Parents are given individual tours. Please call the school and ask to speak to Mrs Dawkins in the office to arrange a visit. We will also hold an open afternoon/ drop in session that you can bring your child along to. This is chance for you to see your child in the nursery setting. Details of the drop in session are available from the school office.

What arrangements are in place for parents who wish to take up the 30 hours free childcare?

At Yorke Mead we are able to offer every child eligible the 30 hours should they wish to take this. From January 2019 our Nursery offers parents the flexibility to choose how their child takes their entitlement, enabling parents the option of extending some days, and not attending other days. Our only stipulation is that children must be at Yorke Mead Nursery for at least 15 hours each week and attend full sessions. Days must be set in advance to ensure staffing ratios are maintained.

Our Nursery operates between the hours of 9:00am and 3:00pm term time only. Sessions are organised as follows.

Morning : 9:00am – 12:00 noon

Afternoon: 12:00noon -3:00pm

(Lunch Club 12:00 – 1:00pm)

Parents of children not eligible for the government 30 hours free childcare scheme are able to buy additional hours above the 15 hours standard entitlement should they wish to.

What if I don't get a place at the nursery of my choice?

Any children who are unsuccessful in being offered a place will remain on a continued interest list at the school. If fewer places are accepted than the PAN the Governors will offer the place(s) to the next applicant on the continued interest list. If places have been accepted from the original list the Governors will keep a continued interest list to include all remaining, confirmed applicants and any late applicants received. It is the responsibility of all parents on the continued interest list to keep the school advised of any change in their personal circumstances which may impact on their child being offered a place.

If a place should become available the admissions criteria will be applied in the numbered points order to all those on the continued interest list. A child's name will remain on the continuing interest list unless the school is instructed by parents/carers to remove it or when the pupil becomes too old for entrance to the Nursery class.

If you are not offered a place at the Nursery of your choice it means that other applicants have met the rules more than you have. Children are offered a place in the Nursery starting in the September of the academic year in which the child becomes four.

Can I appeal if I do not get a place?

As there is no statutory requirement for Nursery there is no right of appeal should your child not be offered a place.

Accepting your place

Should an offer be made to you it will be necessary to reply by the given date (see below). We will endeavour to contact you before this date to remind you, using the contact details you supply within your

application. However, should we not receive your notification of acceptance by this date the offer will be withdrawn.

Timeline- Key Dates

Applications open: Monday 5th February 2019
Applications close: Friday 15th March 2019
Places offered : Monday 25th March 2019
Deadline to accept offered place: Friday 5th April

I hope this information has been helpful. If you have any questions please just pop into the school office or give us a call.

Thank you and may I offer you the best of wishes in your search for your child's nursery place.

Regards

A handwritten signature in black ink that reads "Lucille Pollard". The signature is written in a cursive style with a long horizontal stroke at the end.

Lucille Pollard
Head teacher.