

**SHEREDES PRIMARY SCHOOL AND NURSERY**

**POLICY AND GUIDANCE ON ADMISSIONS TO  
NURSERY**

**Academic Year  
2024/2025**

**Adopted: July 2023  
Review Due: July 2024**

### **Admission to Sheredes Nursery**

There are 60 places in our Nursery. Places are part time and are for five sessions per week in line with the core offer. Each session lasts 3 hours and will be for either five mornings or five afternoons.

If you are entitled to 30 hours we will be offering this, subject to availability, and on a first come, first served basis. Please see the table below.

Subject to availability, if you are not entitled to 30 hours, but would wish to pay to extend your allocated 15 hours, there will be a charge of £90 for the week, plus a lunch club charge through Sheredes Pre-School. Please see the table below.

### **Fees**

All fees are payable in advance termly. Refunds are not given.

Admission is subject to an application being made and places being available. For the academic year 2024-2025 children will be allocated a place for September.

Admission to the Nursery does not guarantee a place in the Primary school. Applications for Reception must be made on a separate application via Herts County Council.

### **Attendance**

Children can be considered for either a morning or afternoon place term time only. Parents can state a preference but the decision whether to offer a morning or afternoon place lies with the school and is made after careful consideration of all factors.

The Nursery sessions are as follows:

<b>Session</b>	<b>Times</b>	<b>Hours</b>	<b>Additional Information</b>	<b>Allocated Places</b>
Morning Session	8:35-11.35am	15 hours	Government Funded	30 places
Afternoon Session	12:30-3:30pm	15 hours	Government Funded	30 places
30 hours, Monday to Friday continuous care.	8:35 – 11:35am 11:35 – 12:30pm lunch in Sheredes Nursery 12:30 – 2:35pm  Should you wish to extend the day there will be a charge of £6.00 for 2:35 – 3:30pm	30 hours	Government funded to 2:35pm for those eligible  Charge of £6.00 for 2:35 – 3:30pm £30 per week.	Subject to availability
30 hours, Monday to Friday plus Lunch club.	8:35-11.35am 12:30-3:30pm Lunch club 11:35 – 12:30pm	30 hours	Government funded for 15. £90 for the additional 15 hours, plus a lunch club charge through Sheredes Pre-School, <i>or the school, subject to availability.</i> Lunch club 11:35 – 12:30pm £30 a week.	Subject to availability

Should you require further wrap around care or extended hours, you are welcome to contact the private pre-school on our site: Sheredes Pre-School. Sheredes Pre-School is an officially recognised, but entirely privately administered and funded organisation housed in a classroom in the upper building. Lynne Sims is the registered provider. [sheredesps@hotmail.com](mailto:sheredesps@hotmail.com)  
Telephone: 07905030531

## **Admissions Procedure**

1. Nursery tours will take place from September through to the end of February. Please ring the school office to book a date.
2. Application forms can be obtained from the school office or on our website. Once completed, the original signed form should be returned to the school office by 4:00pm, 22nd February 2024.
3. All applications for places in the Nursery will be held by the school and considered between 26<sup>th</sup> February and 1st March.
4. Parents will receive a letter of offer in the week beginning 4<sup>th</sup> March.
5. Places will need to be accepted in writing by 14<sup>th</sup> March.

## **Allocation of Places**

If at the application deadline date, there are more places available than there are applications, then all children will be offered a place. After the closing date, the school will continue to offer places, if they are available. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

## **Oversubscription**

### **Criteria to be used in the event of oversubscription**

1. Government funded places.
2. Children Looked After and previously looked after
3. Children with a sibling at the school, unless the sibling is in Year 6
4. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
5. Child's nearest school using the HCC website
6. Children living closest to the school (distance) using the HCC website

## **Waiting Lists**

When the Nursery is full, a waiting list will be established in the oversubscription priority order. When places become available, children will be considered from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

## **In Year Admissions**

In Year applications for a place part way through a term will be considered by the Headteacher. If a place is not available, children will be placed on a waiting list.