



# **GOFFS OAK PRIMARY AND NURSERY SCHOOL**

## **NURSERY ADMISSION POLICY**

## **Introduction**

Goffs Oak Nursery admissions policy is in accordance with the Goffs Oak Primary and Nursery School admission policy. These rules are applied by our governors when determining entry into the nursery class.

Applications for our nursery class will be accepted anytime during the academic year after a child's 2nd birthday. Children can start the term after they turn three. The closing date for applications for starting nursery in September 2026 will be midday on Friday 20<sup>th</sup> March 2026 for children born between 1st September 2022 and 31st August 2023.

Our nursery operates a single intake admissions system admitting children in September. We will consider taking children in early if there are spaces after the September cohort allocation has been made and the child meets age criteria.

Parents should make sure they are aware of and comply with the notice requirements of the setting their child currently attends. We reserve the right to withdraw an allocation if a child is not able to start in September.

Parents should note that attendance at the nursery does not guarantee a place in the Reception class at Goffs Oak Primary School. A separate online application process is available for parents to apply for their Reception place. Some parents/carers choose not to send their child to a nursery but are still entitled to the same chance of gaining a place in a ranked primary school.

We offer the statutory 15 hours free early education over five days with children being offered five mornings. Parents must take-up the full 15 hours free provision at our school and cannot split this between us and another setting. We also have the facility to offer 30 hours funded places and paid afternoon sessions.

## **Timeline**

In September 2025 information leaflets will be sent to parents of children registered at a Hertfordshire medical centre or doctor's surgery from the local education authority in February of the year in which the child is due to start nursery. We will also be advertising in local amenities such as libraries, doctor surgeries, children's centres and leisure centres.

Parents are able to apply online via [www.goffsoak@herts.sch.uk](mailto:www.goffsoak@herts.sch.uk) or by paper application obtained from the school.

Goffs Oak Primary and Nursery School will open applications for Nursery (September 2026 intake) from January 2026.

The closing date for applications will be Friday 20<sup>th</sup> March 2026 for children born between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023.

An offer of a Nursery place will be made by Friday 27<sup>th</sup> March 2026.

Parents/ guardians will have two weeks to accept the place via an online form.

We reserve the right to withdraw an allocation if a child is not able to start in September.

If there are more applications than places available in Nursery the school admission rules (as set out below) are used to decide allocation of places.

## **Admission Rules**

Nursery places will be allocated using the following Admission rules:

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

In the event that more applications are received than places available, places will be allocated in the following order of priority:

1. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
2. A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. Other applicants where the following criteria are considered to determine priorities:
  - i. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
  - ii. Children who have a sibling at the school at the time of application or are linked to the school.
  - iii. Children who have a parent working in the school.
  - iv. Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure 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.

### **Evidence to support your application**

Applications which use medical needs as criteria will require written professional evidence.

We will need to see your child's birth certificate for every application to verify date of birth.

### **Any Other Applications**

If, after deciding applications requiring professional evidence and sibling applications, the school has more applications remaining than there are places available, allocations will be made on the basis of the published tie-break – distance measurement.

### **Continuing Interest' List**

If a child is not allocated a place in our nursery by 27<sup>th</sup> March, then they will remain on our 'Continuing Interest' list. When a place becomes available it will be offered to the next child on this list in accordance with the above criteria.

If you accept a place at Goffs Oak Primary and Nursery School for your child you will be offered a one to one consultation by the Nursery staff and the chance to visit the Nursery to familiarise yourselves with the routines in the September that your child is admitted. This policy is now well established and ensures that the children have a happy and confident start to their education with us.