



Cambrian Way, Hemel Hempstead HP2 5TD

November 2020

Dear Parents/Carers,

**NURSERY ADMISSIONS ARRANGEMENTS FOR 2021/22
(for children born between 1st September 2017 to 31st August 2018)**

Hammond Academy has 60 places in our nursery offering 15 hours per week Monday to Friday (term time only). We do not offer the 30 hour entitlement ourselves, however we are happy to work with other providers if necessary e.g. child minders.

Parents/carers will need to apply directly to Hammond Academy for a Nursery place. Hammond Academy will adhere to the following timetable when dealing with admissions:

Deadline to apply to Hammond Academy	Friday 26th February 2021 – 9am
Offer email sent to parents/carers	Monday 8th March 2021
Deadline to accept place and return paperwork	Friday 19th March 2021 – 9am

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (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.

Oversubscription Criteria

Rule 1: **Children looked after** and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

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, and children previously looked after by the state abroad because he or she would not otherwise have been cared for adequately and subsequently adopted.

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: **Sibling:** Children who have a sibling on the roll of the school or linked school at the time of application. 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.

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 unless they are employed at the individual school within the given definition. Children must live at the same permanent address as the employee of the school.

Rule 5 **Nearest School:** Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith.

Rule 6 **Distance:** Children who live nearest to the school.
Children not considered under Rule 4 will be considered under Rule 5.

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.



NURSERY APPLICATION FORM: HAMMOND ACADEMY

PLEASE USE BLOCK CAPITALS			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ _ / _ _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/social worker)			
Your child's permanent address (at time of application)			
Address:			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>			Yes/No
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			Yes/No
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? (Please provide evidence with this form)</i>			Yes/No
Social or medical reasons <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			Yes/No
If you have a sibling at this school, enter their name and date of birth:			

Early years setting/s child attends or has attended (if applicable)			
<i>If you are claiming the additional 15 hours with another provider, please give details of the provider and their address and telephone number:</i>			
If you have any other requirements please enter here:			
Please complete the details for both parents if living at the same address:			
Parent/carer 1 details		Parent/carer 2 details	
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			

Please list below the settings you have applied for in order of preference:

	Name and Address of Setting
1st choice	
2nd choice	
3rd choice	
4th choice	

Please note liaison may take place with other settings you have applied for.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Hammond Academy using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: Date:

Thank you for completing this information. Please return to the school office at Hammond Academy by **Friday 26th February 2021 – 9am.**

We also require a copy of two recent (within the last 3 months) forms of address evidence if you do not have any other children at our school or have moved recently. We cannot process an application without this documentation.

Any application received after this date will be classed as a late entry and will reduce your chance of getting a Nursery place at Hammond Academy.

Notes to parents

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Hammond Academy, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order:

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

OFFICE USE ONLY:	Date Received:	
	Copy of Birth Certificate:	
	Proof of Address:	
	Distance:	