

NURSERY ADMISSIONS ARRANGEMENTS FOR 2023/24

Date agreed: September 2022
 Review date: September 2023

Provision

Hammond Academy has a nursery admissions number of 60. We offer the following session options during term time only:

Monday to Friday	Option 1 – 15 hours per week	08:45 to 11:45 (no lunch)
	Option 2 – 20 hours per week (5 hours of which would be self funded)	08:45 to 11:45 (with lunch 11:45 to 12:45)
	Option 3 – 30 hours per week (please check your eligibility for 30 hours free childcare at Gov.UK)	08:45 to 14:45 (with lunch)

Process of Applying for a Nursery Place at Hammond Academy

- Please complete the online application form by Friday 24th February 2023. If you are experiencing any problems applying online, please email admissions@hammondacademy.org.uk.
- All applications received will be processed by the school during the week beginning Monday 27th February 2023 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 on Monday 13th March 2023.
- Parents have until Friday 24th March 2023 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 Hemel Hempstead schools nursery admissions, Hammond Academy will adhere to the following timetable when dealing with admissions.

Deadline to apply to Hammond Academy	Friday 24th February 2023
Offer letters emailed to parents/carers	Monday 13th March 2023 (by email)
Deadline to accept place and return paperwork	Friday 24th March 2023

Principal: Eileen Anderson | CEO: Vicky Parsey

admin@hammondacademy.org.uk | 01442 404020 | Hammond Academy, Cambrian Way, Hemel Hempstead, HP2 5TD

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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.

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.

Continuing Interest

After places have been offered, the school will maintain a continuing interest (waiting) list. 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 school 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.

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