

**ADMISSIONS POLICY  
ANSTEY FIRST SCHOOL**

**Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed on behalf of the Governing Body on 12/052024. It is due for review on 12/05/25

The review was completed by: Amy Myers

## **ADMISSIONS POLICY**

### **Anstey First School Academic Years 2024-2025 and 2025-2026**

Anstey First School is a 70-place Maintained First School, Nursery and Pre-School for children aged 2-9 years of age.

The Governors will admit up to the published admission number (PAN) of 10 children to Reception class during each academic year.

In-Year applications can be made for children in any of the other available year groups (years 1 to 4) up to the PAN of 10 in each year group.

Information on how to apply for Nursery, Reception and In-Year admissions is available on our website [www.anstey.herts.sch.uk](http://www.anstey.herts.sch.uk) Details are also available from the school office.

#### **Pre-School Admissions**

Pre-school admissions are administered by Anstey First School and are simply and easily available on a first come first served basis - whether free-funded or fee-paying - subject to availability of places.

We can take children from 2 years of age (who do not have to be out of nappies) and can offer 15 hours of 2-year-old free-funded places if families meet the criteria and 15 hours of 3-year-old free-funded places from the term after your child turns 3.

Parents accessing the 15 funded hours can also choose to pay for additional hours where available at £7/hour for the unfunded hours (price applies from September 2024 and may be subject to inflation - please ask at the office or check our website for any annual price changes).

In September when children are generally starting for the first time, we guarantee to open 3 mornings a week (Tuesday to Thursday) from 9.00am to 1.15pm and Tuesday afternoon to 3.30pm.

We will add additional morning/afternoon sessions subject to viability as demand increases – please call the office to discuss. (Typically, we move to morning and afternoon sessions Monday to Thursday.)

Availability is governed by our childcare ratio and can range between 8 and 16 pupils, providing we do not exceed the following ratios. We have 2 members of staff in our small friendly pre-school which means we can accommodate 8 2-year-olds per session. When children are 3 years old this changes to 16 if all children were 3 at the same time. There are calculations for a mix of ages – please ask the office about availability on each day.

We will give priority for session choice to parents who intend their children to move to Nursery within this school.

The office telephone number is 01763 848 346, if you are interested in a place.

**Click on the funding information links below for more information on the hours you may be entitled to.**

#### **Nursery Admissions**

Nursery admissions are administered by Anstey First School.

Our Nursery class has an annual admission number of 10 pupils. The application form (available to be downloaded from the school website or a hard copy collected from the office) must be completed and returned to the office and proof of address and an original birth certificate will need to be shown.

We can offer 3 intake dates where places remain available after the first round.

## September, January and April Intakes 2024-2025

Intake	Child Born Between	Applications Open	Applications Close	Places Offered	Deadline to Accept Place
Autumn September 2024	01/09/2020 - 31/08/2021	01/01/2024	<b>28/02/2024</b>	12/03/2024	07/04/2024
Spring January 2025	01/09/2020 - 31/12/2021	01/04/2024	<b>31/05/2024</b>	12/06/2024	07/07/2024
Summer April 2025	01/01/2022 – 31/03/2022	01/09/2024	<b>30/11/2024</b>	12/12/2024	12/01/2025

We operate a waiting list if the Nursery is oversubscribed (although in this situation parents may be interested in using our Owlets pre-school class as an alternative) and offer excellent transition sessions between Owlets Preschool and Fledglings Nursery classes.

Priority will be given to Owlets Preschool children applying for Fledglings Nursery places - call the office to discuss your requirements on 01763 848 346.

Any applications made after places have been allocated will be considered on a first come first served basis, should spaces still be available.

Our Nursery has a flexible approach and can accommodate either part-time (15 hours) free-funded places, or full-time (30 hours) free-funded places - subject to eligibility.

### Parent Funded Sessions

Extra sessions above the 15 free-funded hours available to all children can be booked and paid for (at £7.00/hour from September 2024) by parents who are not eligible for the additional 15 funded hours as part of the government's 30 hours' scheme. Similarly, parents who are eligible\* for the 30 hours' scheme can pay for an additional 2.5 hours (up to a total of 32.5 hours) @ £7.00/hour as our school day ends at 3.30pm - see session times below.

### Session Times

Morning: 9am – 1.15pm (4.25 hours)  
Afternoon: 1.15pm – 3.30pm (2.25 hours)  
Full-time: 9am – 3.30pm (6.5 hours)

We can agree different attendance patterns for parents who do not wish to go over their 15 or 30 free-funded hours. Please speak to the School Business Manager to arrange this.

Please note our Nursery Fees Policy is available on our website (Statutory Information section).

Price applies from September 2024 and may be subject to inflation - please ask at the office or check our website for any annual price changes.

Parents and carers, in consultation and agreement with the school, will have the opportunity to select days and hours. Hours requested must be between the minimum of 15 and the maximum of 32.5 hours, delivered 38 weeks a year during term-time.

More information on government funding and tax-free childcare can be found using the following links:

### Hertfordshire County Council childcare and free early education

<https://www.hertfordshire.gov.uk/services/schools-and-education/childcare-and-advice-for-parents/free-early-education-and-childcare/childcare-and-free-early-education.aspx>

### GOV.UK Childcare Calculator (find out whether you're entitled to 15 or 30 hours of free early education)

<https://www.tax.service.gov.uk/childcare-calc/>

### GOV.UK Tax-free childcare

<https://www.gov.uk/tax-free-childcare>

A panel comprising a member of the Senior Leadership Team and 2 governors will sit to allocate places according to the following ranked admission criteria, if the number of applications received exceeds the 10 available places.

*Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Need or has an Education, Health and Care Plan (EHCP) which names Anstey First School.*

*Similarly priority will be given to a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan or to a child looked after or who has been looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) or to children who have a particular medical or social need to come to the school (subject to a panel of governors determining whether the evidence provided demonstrates clearly that this is the only school that can meet the child's needs).*

Priority will be given in the following order:

1. A child who attends Anstey First School Owlets Pre-School Class at the time of the Nursery application.
2. Sibling Children who have a sibling\*\* on roll with Anstey First School at the time of application.
3. Children of employees
4. Any other children

In the event of a tie-break, priority will be given to those who live nearest to the school as the crow flies (using [www.google.co.uk/maps](http://www.google.co.uk/maps)).

Nursery education is not statutory. There will, therefore, be no right of appeal if your child is not offered a place.

**Important Note:** There are separate arrangements for admission to Nursery and Reception despite the classes being taught together in a combined Foundation Unit. In line with government legislation, parents of children admitted to our Nursery class must still apply in the following year for a place in Reception using the Hertfordshire local authority admissions system. The local authority co-ordinate the Reception application process on behalf of Anstey First School according to the scheme published each year.

### **Reception Admissions**

Our Reception class has an annual admission number of 10 pupils.

Applications for Reception places should be made through the Hertfordshire County council on-line application system <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

### **In-Year Admissions**

Anstey First School's In-Year admissions are co-ordinated by Hertfordshire County Council. Parents should apply directly to HCC <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

We welcome visits to the school and these can be arranged through the school office on 01763 848 346 or [admin@anstey.herts.sch.uk](mailto:admin@anstey.herts.sch.uk)

Parents not satisfied with the governors' decisions on admissions will have the right of appeal to an appeals committee established by the Local Authority who will conduct the appeal on behalf of the Governors. Parents wishing to appeal should log on to their online application and click the link 'register an appeal'. For parents who applied via post, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

\*check eligibility for the 30 hours scheme of free-funded childcare using the 'Can I get free early education and childcare' link at:

[www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

\*\*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.