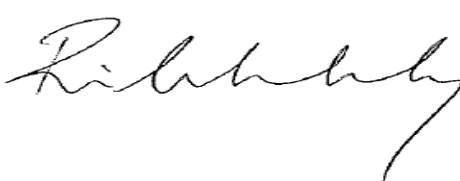

ANSTEY FIRST SCHOOL

Admissions Policy

Approved by: Full Governing Board
Last reviewed on: September 2025
Next review due by: September 2027

Date: September 2025

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Tom Sealy
Signature	
Headteacher's Name	Richard McKelvey
Signature	

Version

Version	Author	Notes
V1.0	M Taylor	Changes to Formatting

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1. Introduction

- 1.1 Anstey First School is a 70-place Maintained First School, Nursery and Pre-School for children aged 2-9 years of age.
- 1.2 The Governors will admit up to the published admission number (PAN) of 10 children to the Pre-school, Nursery and Reception classes during each academic year and 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.
- 1.3 Information for Nursery, Reception and In-Year admissions is available on our website www.anstey.herts.sch.uk Details are also available from the school office.

2. Pre-School Admissions

- 2.1 Places at our Owlets Pre-school class are simply and easily available on a first come first served basis - whether free-funded or fee-paying - subject to availability of places (we have 10 spaces in our Preschool class). Please contact the office on 01763 848 346, if you are interested in a place.
- 2.2 Owlets Pre-school can take children from 2 years of age (who do not have to be out of nappies). Pre-school are able to offer 2-year-old free-funded places if families meet the criteria and 3-year-old free-funded places from the term after your child turns 3. We guarantee to open 3 mornings a week (Tuesday to Thursday) from 9.00am to 1.15pm and will offer additional morning/afternoon sessions subject to viability – please call the office to discuss.
- 2.3 The government now provides 15 free funded hours to 2 year olds and we regularly offer more sessions to fulfil this.
- 2.4 **Click on the funding information links below for more information on the hours you may be entitled to.**

3. Nursery Admissions

- 3.1 Nursery admissions are administered by Anstey First School.
- 3.2 Our Nursery class has an annual admission number of 10 pupils. The application form must be downloaded from the school website (or a hard copy collected from the office). The completed form must be returned to the office and proof of address and an original birth certificate will need to be shown.

3.3 September, January and April Intakes 2025-2027

Intake	Child Born Between	Applications Open	Applications Close	Places Offered	Deadline to Accept Place
Autumn September 2024	01/09/2021 - 31/08/2022	01/01/2025	28/02/2025	12/03/2025	07/04/2025
Spring January 2025	01/09/2022 - 31/12/2022	01/04/2025	31/05/2025	12/06/2025	07/07/2025
Summer April 2025	01/01/2023 – 31/03/2023	01/09/2025	30/11/2025	12/12/2025	12/01/2026
Autumn September 2025	01/09/2022 - 31/08/2023	01/01/2026	28/02/2026	12/03/2026	07/04/2026
Spring January 2026	01/09/2023 - 31/12/2023	01/04/2026	31/05/2026	12/06/2026	07/07/2026
Summer April 2026	01/01/2024 – 31/03/2024	01/09/2026	30/11/2026	12/12/2026	12/01/2027

- 3.4 We operate a waiting list if oversubscribed (although parents may be interested in using our Owlets pre-school class) we offer excellent transition sessions between Owlets Preschool and Fledglings Nursery and priority will be given to Owlets Preschool children applying for Fledglings Nursery places - call the office to discuss your requirements (01763 848 346)
- 3.5 Any applications made after places have been allocated will be considered on a first come first served basis, should spaces still be available.
- 3.6 Our Nursery has a flexible approach and can offer either part-time (15 hours' free-funded places) or full-time (30 hours' free-funded places - subject to eligibility). 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 30 funded hours, delivered 38 weeks a year during term-time.
- 3.7 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>

4. Parent Funded Sessions

- 4.1 From September 2025, extra sessions above the 15 free-funded hours available to all children can be booked and paid for (at £7.00/hour for Nursery children and £8.60 for Preschool children) by parents who are not eligible for the additional 15 funded hours as part of the government's 30 hours' scheme.
- 4.2 Similarly, Nursery parents who are eligible* for the 30 hours' scheme can pay for an additional 2.5 hours (up to a weekly total of 32.5 hours) @ £7.00/hour as our school day ends at 3.30pm - see session times below.
- 4.3 **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)
- 4.4 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 Office Manager to arrange this.
- 4.5 Please note our Nursery Fees Policy is available on our website (Statutory Information section).
- 4.6 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).

- 4.7 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
- 4.8 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).

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- 4.9 Nursery education is not statutory. There will, therefore, be no right of appeal if your child is not offered a place.
- 4.10 **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.

5. Reception Admissions

- 5.1 Our Reception class has an annual admission number of 10 pupils.
- 5.2 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>

6. In-Year Admissions

- 6.1 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>
- 6.2 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
- 6.3 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*

***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.*