



HAREFIELD
INFANT SCHOOL

NURSERY ADMISSIONS POLICY

May 2021

HAPPINESS · COMPASSION · RESPECT · TEAMWORK

School Values

Thank you for selecting Harefield Infant School's Nursery for your child. At our school our core values guide our thinking and behaviour. They are:

Happiness-spreading joy to those around us;

Compassion-caring and being kind to all;

Respect-treating others as we like to be treated;

Teamwork-working well with everyone.

Applying for a place in our Nursery

Please contact the school office via email (office@harefieldinfant.com) if you would like to apply for a nursery place for your child.

Our Nursery Provision

We offer 39 places in our morning sessions and 39 places in our afternoon sessions as well as full days (see below for eligibility criteria for a 30 hour a week place).

Children are admitted to Nursery at the start of the term (in September, January or April) following their third birthday.

We maintain a minimum adult to child ratio of 1:13.

Please note that a Nursery place does not automatically guarantee your child a place in Reception at the Infant School. All parents/carers will have to apply for a place in Reception as per the borough's admission policy.

Eligibility for a 30 hour nursery place

To qualify for the full 30 hours, each parent (or sole parent in a single parent family) will need to earn on average the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year.

Parents can check their eligibility for 30 Hour Free Childcare Funding using the online service <https://childcarechoices.gov.uk>

Once parents have checked their entitlement for the 30 hours, they will be given an 11 digit code. The school will then need this code along with their National Insurance number to be able to offer 30 hours and confirm their eligibility for this.

Nursery Admission Criteria

We offer places in our Nursery in the following order;

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1. Children must be over the age of three prior to the term of their admission;
2. The application was made before the deadline (1st October for a January start, 1st February for an April start, 1st May for a September start);
3. Looked after children;
4. Children with additional needs that can be met by the school;
5. Families eligible for 30 hour nursery funding;
6. Children who have a sibling that attends the Infant or Junior school at the beginning of the term in which the new applicant starts school;
7. Children who are the child, or grandchild of an employee of the Infant or Junior school;
8. Children living nearest to the school, measured in a straight line from the school to the home using the address points as set by Ordnance Survey.

If after applying the above criteria, your child is not offered a place, they will be placed on a waiting list and offered a place if and when one becomes available.

Offer Letters

When offer letters are sent out, parents are given a date for the letter to be returned by. If parents do not send their letter back within the time-frame indicated on the original letter their child will lose their place in the nursery and it will be offered to a family on the waiting list.