



Micklem Primary School

Nursery Admission Policy for Year of Entry 2026 - 2027

Responsible Committee	Full Governing Body
Ratified Date	28/01/2021
Reviewed	November 2025
Next Review Date	November 2026
Signature	<i>K. Shah</i>
Print Name	K. Shah

INTRODUCTION

The Governing Body of Micklem Primary School is now responsible for the admission of children into the Nursery. The Governors will admit up to the admission number of 30 children into the Nursery which offers 15 hours per week, mornings only to all nursery children and 30 hours to those that are eligible. The Governing Body is required to abide by the maximum limits for Foundation and Key Stage 1 classes (4 - 7 year olds), i.e. 30 pupils per class. It is the policy of the Governors that classes shall remain at 30 or below throughout the school.

Applicants should apply directly to Micklem Primary School using the School's own Nursery Application Form before 20th March 2026. This can be collected from the School office or submitted online via the school website, <https://mickleprimary.secure-primariesite.net/nursery-application-form/>

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

HOW PLACES ARE OFFERED.

Children who have an Education, Health and Care Plan, in which this school is named, will be offered a place at the school.

After the closing date for applications, in the event of there being more applications than available places, the following oversubscription criteria will be applied, in order:

Category 1 Children in public care (Children Looked After). All 'Looked After' children or children who were previously 'Looked After' but immediately after being 'Looked After' became subject to an adoption, child arrangement, or special guardianship order (see Definitions). This must be accompanied by a letter and documentary evidence from the child's social worker, advisory teacher or other relevant professional. Please refer to Definitions.

Category 2 Children who, at the time of admission, have siblings permanently residing at the same address who attend Micklem Primary School. In the event of joint custody being awarded, the address should be the child's current permanent address at the time of application. See Definitions.

Category 3 Children whose parents/guardians are permanent employees of Micklem Primary School

Category 4 Any other children.

Distance Measurement

If any category is oversubscribed after all factors have been considered, the places will be determined in that category according to whether a child will have a sibling at the school at the time of admission, and then by the proximity of the child's permanent home address to the school.

Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system. The measurement is taken from the Address Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences using a computerised mapping system.

Tie Break

In the event of a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest.

Twins/Multiple Births

Every effort will be made to accommodate twins and other "multiple birth" applications.

Definitions:

In respect of the following categories, the Governors use the same definitions as Hertfordshire, set out in their admissions literature and website.

Children in public care (children looked after):

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" is a child who is

- a) In the care of a local authority, or
- b) Being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

Adopted –all children adopted from care are eligible for admission under Category 1.

Child Arrangement Order – under the terms of the Children and Families Act 2014, section 14 defines a child arrangement order as an order settling the arrangements to be made as to the person with whom the child is to live.

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

Sibling

A sibling is defined as a sister/brother, half-sister/brother, adopted brother or sister, looked after or previously looked after child, or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday at the time of this application. To obtain a school place under the 'sibling rule', the older sibling must still attend the school at the time the younger child joins the school.

Home address

If a child lives at more than one address (for example due to a separation), the address you use should be the one which the child lives at most of the time. Only one address can be used. If a child lives at two addresses equally, the address of the parent/carer that claims the Child Benefit/Child Tax Credit will be considered as the child's main residence. If you are not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested.

Please note that evidence of permanent residency at the quoted address may be sought.

In addition, the Governing Body has determined the following definition:

UNSUCCESSFUL APPLICATIONS.

Continuing Interest (waiting) list and In-Year applications

In the event of more applications than available places the Governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at the time of the place becoming available. Parents are requested to inform the governors if they wish their child's name to be removed.

Starting Reception Class

Please note that attendance at the Nursery does not guarantee entry to the main school. Parents of children admitted to our Nursery will need to apply again if they want their children to stay at Micklem Primary School, and attend the Reception class.

Early Admission to Nursery

The Governors at Micklem Primary School have agreed that at two points during the year, children can be admitted to Micklem Nursery Class, the term after they become three. We operate standard admission timescales for children entering nursery in the academic year that they become four, in line with other local schools. These are as follows.

Nursery Timescale Dates

Admission in September 2026

Applications open from 12.01.2026 until 20.03.2026

Offer date 14.04.2026

Parents to confirm by 24.04.2026

For children who will be three between September 1st 2026 and December 31st 2026 subject to staffing requirements we offer an additional admission date from January 2027.

Admission in January 2027

Applications open from 15.05.26 until 21.07.26

Offer date 11.09.26

Parents to confirm by 15.09.26