



HARVEY ROAD PRIMARY SCHOOL

School Admission Policy

These admission arrangements comply with the Hertfordshire County Council Local Education Authority Admissions Arrangements. The County Council Appeal Procedure on Admissions forms a part of this policy.

1. ADMISSION

- 1.1 The Standard Admission Number for all classes is 30 pupils. Admissions will be restricted to this number in order to maintain one year group classes.
- 1.2 If an application is successful parents are offered a Nursery place. Parents are then required to apply for a Reception place as a separate procedure.
- 1.3 Harvey Road School operates a single intake procedure where all children will commence schooling from September. This is the case for both Nursery and Reception intakes.
- 1.4 The Induction period for a child joining the school will be discussed with the parent in the build up to starting. However, we will endeavour to make the process as short as we can to ensure that each child has a quick start to their time in school.

2. NURSERY

- 2.1 All children are admitted to the Nursery at the beginning of in the autumn term.
- 2.2 Harvey Road School will process all nursery applications following the Hertfordshire LA admissions rules and criteria. Application details will be made available to parents via the school website.
- 2.3 If over subscription occurs then the County admission criteria are applied. Details of the current criteria are available to parents online and through the school.
- 2.4 Applications received after the closing date will only be considered once all places have been accepted. If there are still places remaining then late applications will be offered a place in accordance with admission rules.
- 2.5 If a parents is not successful in gaining a place for their child, their name will automatically be added to the continuing interest list. Should a place become available, the continuing interest list will be used to identify the highest ranked child with places being allocated according to the admission criteria. A child will remain on the continuing interest list until the end of the academic year for Nursery.
- 2.6 In the term prior to admission parents are invited to school to meet the Headteacher and Nursery teacher. Relevant information is given and a time arranged for the child to visit the Nursery. We then 'stagger' the days the children start so they are admitted in small groups. This is to ensure that a member of the Nursery staff can work exclusively with these children to ensure they know all routines and feel quickly familiar with the Nursery setting.

3. RECEPTION

- 3.1 Children are admitted to the Reception in at the beginning of the autumn term.
- 3.2 Admissions to Reception are centrally administered by Hertfordshire County Council. Applications for Reception places are made online at www.hertfordshire.gov.uk/admissions. Please note that attendance at Harvey Road School Nursery does not guarantee a place in the Reception class. You must make a new application for a place in Reception class even if your child is currently attending the school's Nursery.
- 3.3 If over subscription occurs then the County admission criteria are applied. Details of the current criteria are available to parents online and through the school.

4. APPEALS PROCEDURE

- 4.1 Parents who are refused a place for the Reception class, may, if they wish, appeal against this decision to the Admission and Transport Team at Hertfordshire County Council.
- 4.2 As nursery education is non-statutory, there is no right of appeal.

5. PRELIMINARY VISITS

- 5.1 Parents who are interested in applying for a place for their child, are warmly invited to visit during the working day. The facilities of the school may be seen, together with the teaching staff and the children at work or play.

6. IN YEAR ADMISSIONS

- 6.1 Primary places that become available mid school year will be allocated by the Local Authority Admissions Team. If there is more than one name on the list for that year group, places will be allocated according to the county criteria.
- 6.2 A continuing interest list is held by the Local Authority Admissions Team for each year group (reception to year 6). Parents are required to renew their interest in staying on the continuing interest list on a yearly basis in June/July as the lists do not roll over from one year to the next. This is all done through the Local Authority website: www.hertfordshire.gov.uk/admissions.

This policy will be reviewed every four years.

N Rowlands
Headteacher
December 2019

Date policy approved by governing body: 3/12/19

Date of next policy review: December 2023