



BROOM BARNS NURSERY ADMISSIONS & ATTENDANCE POLICY 2024-2026

Nursery Admissions

Purpose

The standard number for places for Broom Barns Nursery has been set at 30 part time places, term time only. We are able to admit children in September of the academic year (1st September – 31st August) they will be four.

Nursery Oversubscribed Criteria

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

Please note if you are claiming under any of the following criteria you will need to provide professional evidence with your application:

1. **Sibling** – Your child has a sibling at the school and they permanently live at the same address Monday to Friday. If a child lives at two addresses equally, use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This is considered the child's main address. The sibling must be in Reception through to Year 5 at Broom Barns.
2. **Distance.** Evidence of address is required and may take the form of a utilities bill or council tax bill confirming name and address.
3. **Children in Public Care** – Your child is looked after, or was previously looked after and is now adopted, or has a Child Arrangement or Special Guardianship Order. EVIDENCE = A letter /documentation from the relevant social worker confirming current or previous "looked after" status or child protection issues, a Child Arrangement or Special Guardianship Order. At risk – Your child, or a sibling of your child, is subject to an inter-agency child protection plan and been placed on the Child Protection Register. EVIDENCE = a child protection plan or on the child protection register.
4. **Special Educational Needs** – Your child has a Statement of Special Educational Needs or an Educational Health and Care Plan. EVIDENCE = A statement of special educational needs/EHC Plan naming the school.
5. **Social or Medical Reasons** – Your child has a particular medical or social need to go to this school that another school cannot provide. EVIDENCE = A letter/documentation from doctor/health visitor/consultant etc. confirming child's social or medical needs. It is for the school to decide whether the evidence submitted is sufficient.

Please see Explanatory notes and definitions for nursery applications further details (Appendix 1).

If, after deciding applications requiring professional evidence and sibling applications, the school has more applications remaining than there are places available, places are allocated on the basis on distance. Broom Barns Primary School uses 'Google Maps' and 'Free Map Tools' to measure distance. All distances will be by a "straight-line" measurement from the address point of each individual house to the address point of the school.

We are not able to discuss or allow another person to make changes to an application without consent from the original applicant.

A place in our nursery does not guarantee a place in our Reception. Reception applications need to be made separately please go to : www.hertfordshire.gov.uk

Children are not able to attend Broom Barns Nursery School beyond the end of the current school year i.e Children who are four years old by 31st August are not able to continue attending nursery in September. This allows Broom Barns Nursery to operate in line with the admission age and criteria for Reception Classes at Schools within Hertfordshire.

Appeals

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Broom Barns Nursery School, Homestead Moat, Stevenage, Herts SG1 1UE.

Nursery Attendance

Every child has a fundamental right to be educated. This can only be met through regular attendance at school. Parents have the responsibility to ensure maximum attendance so that pupils achieve their potential, make expected progress or better and gain the most benefit from their time at school.

Registration

- Registration in Nursery is taken daily electronically via Arbor at the beginning of the school day.
- School will adhere to DfE Guidance regarding attendance codes (see appendix 2).
- School will use the Registration Codes as found in the DfE absence guidance (see appendix 3).

Monitoring and implementation of Nursery Attendance Policy

Due to a high demand for nursery placements and a limited number of allocations, the following guidelines must be adhered to for a fair and successful early Years setting.

- Parents must notify school of reason for absence and provide medical evidence in order for absence to be authorised.
- If a child has erratic / non-attendance for 2 weeks staff will have an informal discussion with the parent/carer to see if there are any problems.
- Parents/carers of nursery children will be notified via a warning letter if their child is falling below 90% attendance. They will be advised that if poor attendance persists and falls below 80% then their child's nursery placement will be revoked, if medical or appropriate evidence is not passed on to school.
- Parents/carers of nursery children will be notified via letter or phone call if their child poor attendance persists and will be asked to attend a meeting with appropriate staff.
- Where children go on extended holidays and do not return to the setting on the expected return date, the provider is entitled to terminate the place.

Punctuality

- Pupils that have arrived after doors/ gates have been closed should report to the main office and be signed in.
- Persistent late signing in will result in a letter being sent home.
- Registers will be closed at 9.00am each morning so any children arriving after that time will be marked as a U code.
- Persistently being late after the register closes could mean a child's place is revoked, the decision lies with the Headteacher and the governing body of the school.

Explanatory notes and definitions for the nursery admission

Definition of sibling For applications to schools using admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of the named school at the time the younger child starts e.g. the sibling must be in Reception to Year 5 at time of application. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Home address The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Home to school distance measurement for purposes of admissions A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the address point of your child's house to the address point of the school.

Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²)

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. 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). All children adopted from care who are of compulsory school age are eligible for admission under rule 1.³ Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order. 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 3.

¹ Child arrangements order - *Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.*

² 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.*

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

Children for whom it can be demonstrated that they have a particular medical or social need to go to a specific school. Applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under this rule are agreed.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under this rule can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined CLA rule, may be made under this rule.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - o The family has moved to a property from which their application was less likely to be successful;
 - o The family has returned to an existing property;
 - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - o Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Appendix 2

Attendance Codes, Descriptions and Meanings CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT DUAL REGISTRATION)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
H	Family holiday (agreed)	Authorised Absence
I/ I01/I02	Illness (not medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Appendix 3

Guidance re. Absence Codes

Authorised Absence

There are a number of categories of authorised absence:

1. The school may give approval in advance for the student to be out of school, e.g. religious observance (R) and medical/dental appointments (M). Parents should, though, be encouraged to make appointments out of school hours whenever possible.
2. The school may accept the explanation offered afterwards as a justification for the absence and code as authorised absence.
3. The student is excluded from school (E).
4. When a traveller child is absent due to travelling (T).

Family holidays during term time ('G' or 'H' code)

Best practice: Parents are required to fill in a "request for holiday leave form". Each request is considered individually taking into account age, time of year, overall attendance pattern, the child's stage of education and progress. The school can grant discretionary leave but it is very unlikely to do so. In the vast majority of cases the holiday will not be authorised and will be recorded as a **G**.

Extended family holiday (agreed) (F)

In the case of parents/carers wishing to withdraw their children from school for an extended period of travel, school will respond sensitively but firmly. School will only grant such leave in **exceptional circumstances**.

Students on agreed part-time timetables

e.g. as part of a reintegration programme. Students should be marked as C when they are not on the school premises.

Unauthorised Absence (U)

By law, only the school can authorise absence. Schools must judge whether the explanation given is satisfactory justification for the absence. Parentally condoned absence can be a serious problem in some schools. Where this is the case, the EWS should be involved at an early stage.

Family holiday – NOT AGREED (G)

If the school **does not** authorise the absence and the child still goes on holiday, the absence should be recorded as a **G** resulting in unauthorised absence.

No reason yet provided for absence (N)

If no reason has been provided after ten school days, the **N** code will be replaced with **O** code.

Unauthorised absence (O)

E.g. family birthdays, shopping, etc.

Deleting students from the roll

Schools should always consider the exceptional circumstances of the case. School may delete a student from the roll if he/she hasn't returned within 20 school days without any contact from parent/carer to the school. This will be monitored during the initial 20 days and liaison will take place with the EWO/LA in accordance with the 2006 Education (Pupil Registration) (England) Regulations.

Approved Educational Activities

Education off site – registration code B

Schools should agree with the placement provided appropriate registration procedures and communication with the school. A specific member of staff should be responsible for this.