



Fairfields Primary School & Nursery

Nursery Admissions Policy 2025-26

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Nursery Admissions Policy

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1. Information

Nursery applications for September 2025 school year are open for children born between 1st September 2021 and 31st August 2022. All children are entitled to 15 hours free early education (15 hours FEE) from the term after their 3rd birthday.

We offer the statutory 15 hours free early education (FEE) over five days with children being offered either:

- five mornings - 8:45am – 11:45am
- five afternoons - 12:15pm – 3:15pm

Additionally, we have spaces for 30-hour sessions with the additional hours spread over 2 classes:

- 30-hour session hours: 8:45am to 3:15pm

Our 30-hour provision will be comprised of 15 hours Teacher-led nursery education and either five morning or afternoons with our Early Years professional team (formerly Little Fields Pre-school) these hours also include a **free** lunch club, with the option to purchase school meals or provide a home packed lunch.

Applications close Friday 7th March 2025, places will be offered from Friday the 14th March 2025 with parents/carers having one week to accept the offer.

We reserve the right to withdraw an allocation if a child is not able to start in September.

Parents must take up the full 15-hour free provision unless a temporary reduced timetable is agreed as part of an extended transition.

New for September 2025 – Rising 3-year-old spaces

We will now be offering 15-hour spaces for rising 3-year-olds for children born between 1st September 2022 and 31st March 2023, who qualify for 15 hours free early education the term following their 3rd birthday.

This provision is for mornings or afternoons 8:45am – 11:45am or 12:15pm – 3:15pm

Applications will open in the September 2024 with places allocated by 1st May 2025

These places will be allocated under the same admission rules as the main Nursery spaces; however, they will have automatic admission to our main Nursery in the following September.

2. Nursery Provision

In Nursery we offer one intake with the following 2 provisions:

- **15 Hours** comprised of five qualified teacher-led morning or afternoon sessions
- **30 hours** for those parents who qualify for the 30-hour provision this will be comprised of the above five Nursery sessions with a qualified teacher and either five morning or afternoons with our Early Years professional team, this includes a free lunch club. To check your eligibility and for further information on 30-hours eligibility please check the Gov.uk website.

Applications can be made via the Fairfields Primary School & Nursery website [Fairfields Primary School & Nursery](#)



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3. Oversubscription

If we receive more applications than places available for our Nursery, we will apply the following rules when allocating places:

- Rule 1:** **Children looked after and children who were previously looked after**, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order¹ or a special guardianship order.
- Rule 2:** **Medical or Social** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. The SENCo in consultation with the Head will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school and must clearly demonstrate why it is the only school that can meet the child's needs.
- Rule 3:** **Staff:** Children of existing Fairfields staff
- Rule 4:** **Sibling:** Children who have a sibling on roll at the school or linked school at the time of application. This applies to reception through to Year 5.
- Rule 5:** **Distance:** Children who live nearest to the school.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

3.1 Tie Break

Tie Break When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

3.2 Continuing Interest

After places have been offered, Fairfields Primary School & Nursery will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The school will contact parents/carers if a vacancy becomes available and it can be offered to a child.



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4. In-Year Admission

We operate one main admission intake admitting children in September, however, where space allows we will accept children in-year who are born between the qualifying dates set out in section 1.

Parents should make sure they are aware of and comply with the notice requirements of the setting their child currently attends.

Rising 3 admissions will start in January and April 2025.

5. Starting Nursery

All children starting in our nursery will receive a home visit by our nursery staff. We stagger the start dates for new entrants to the nursery over the first few weeks of the term in order to help children settle and enable staff to get to know them.

Please note that in order to start at Nursery the following forms will need to be provided to the school office:

- The original Birth Certificate (this does not need to be retained just made available to view)
- Fairfields Primary School & Nursery Data Collection Form
- Early Years Sessions Application Form & Parent Declaration Form (including the child's NHS number) – Appendix A



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Appendix A –Early Years Sessions Application Form

PLEASE USE BLOCK CAPITALS						
Child's details						
First name:						
Middle name:						
Family name:						
Date of Birth:	/	/	Gender:	M/F		
NHS number:				_ _ _ / _ _ _ / _ _ _ _		
30 Hour Code: (if applicable)						
Your relationship to the child: (e.g. mother/father/carer)						
Your child's permanent address (at time of application)						
Address:						
Special Educational Needs Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?						Yes/No
At risk: Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)						Yes/No
Children in Public Care Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?						Yes/No
Social or medical reasons Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)						Yes/No
Early years setting child currently attends or has attended (if applicable)						
15-hour FEE Nursery: In line with our admission policy, we ask that you send your child to every weekday Teacher led Nursery Session Monday – Friday either:						
AM	8.45am-11.45am	PM	12.15pm-3.15pm	depending on the session allocated		
30-Hours Childcare: If you qualify for 30 hours you may take up 5 full days a week, if you only wish to take up some of the provision please indicate which days below. We do ask that you send your child to every weekday Teacher-led Nursery Session.						
Please tick the days you would like your child to attend: 8:45am-3:15pm						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Tick						
Please note that the unused sessions may be offered to other families and changes will only be possible if or when space is available.						
Split/shared 30-hour provision: If you are splitting your 30-hour allocation						Yes/No
Second Provision Name:						
Please advise the second provision that as a school we are eligible for and will be claiming for the universal 15 Nursery hours						



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Please complete the details for both parents if living at the same address:			
		Parent/carer 1 details	Parent/carer 2 details
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Email address:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			
OFFICE USE ONLY:	Date Received:		
	Input on EYFEE:		

DECLARATION

- The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.
- I agree to Fairfields Primary School & Nursery School using this information to confirm my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.
- I understand that, in being offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian:Date:

Thank you for completing this information. Please return to the school office asap



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Notes to Parents/Carers

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Fairfields Primary School & Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.