



Mandeville Primary School Sawbridgeworth

NURSERY ADMISSIONS POLICY For Admissions in Academic Year 2026-2027

Our Nursery class takes place every day Monday to Friday, term time only, in our Early Years Foundation Stage Unit. The School has a Published Admission Number (PAN) of 26 children in the Nursery class.

Mandeville has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2026 will be for those children born between 1 September 2022 and 31 August 2023.

Mandeville Primary School offers both 15 hours Free Early Education and 30 hours Free Early Education (where eligible), or 15 hours Free Early Education with an option to fund the further 15 hours yourselves.

Allocation of a place at Mandeville Primary School is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. Without this there can be no funding for a place in the Nursery.

Information leaflets will be sent to parents by HCC in the Autumn term.

ADMISSIONS PROCEDURES

All Schools/Nurseries are now responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's online application form (link on school website). Once this is submitted, please print and complete the Supplementary Information Form. Copies are available from the school office if you do not have a printer. The online application form and the Supplementary Information Form should be submitted by Friday 6th March 2026 at the latest, to be considered as and on time application (see timeline below).

The Admissions timetable for all schools is no longer laid down by HCC. Mandeville Primary School and other local schools aim to use the following timeline for processing applications to their schools:

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| • Monday 12th January 2026 | Applications open to apply for a place in our Nursery class |
| • Friday 6th March 2026 | The application system for Mandeville Primary closes |
| • Monday 16th March 2026 | Mandeville will offer places directly to parents via email |
| • Friday 24th April 2026 | Deadline for parents to accept places in writing |

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form.

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school place happens one year later.

The offer of a Nursery 15 hour funded place will only be for a full time place (3 hours every morning), 5 days per week, 38 weeks a year (Term time only).

There is no right of appeal against non-admission to the Nursery class.

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



HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names Mandeville Primary School and Nursery, Sawbridgeworth will be admitted to the Nursery class.

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

Criteria 1

All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order (see LA definitions). *Note b

Criteria 2

Children who will have a sibling in the school at the time of admission. *Note d

Criteria 3

Children whose parent is a permanent member of the teaching staff. *Note f

Criteria 4

Distance to the school.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be **distance from the school**. This will be a "straight line distance measurement provided by Hertfordshire County Council's GIS system" as outlined in the HCC publications.

Where there is a need for a tie-breaker where two different addresses measure 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.



Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children.
- b. The Children's Act 1989 defines a child who is 'Looked After' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

- c. In respect of 'Children Looked After', Home address and 'sibling' the governors use the same definitions as HCC. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d. A sibling means the sister/brother, half brother/sister, adopted brother/sister, 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.
- e. Every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.
- f. Children of teaching staff (QTS) will be considered in the following circumstances:
 - 1. where the member of teaching staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - 2. the member of teaching staff is recruited to fill a vacant teaching post for which there is demonstrable skill shortage.

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.

Parents are requested to inform the governors if they wish their child's name to be removed from the waiting list.