

# INCLUSIVE | MULTI ACADEMY TRUST

## NURSERY ADMISSION ARRANGEMENTS 2026-27

Beechfield School, Cherry Tree Primary School, Laurance Haines School and Willow Tree Primary (the ‘schools’)

DOCUMENT DETAIL	
Approving Body	Executive Leaders
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Scheduled Review	Annual

## Provision

Hertfordshire County Council has a duty to provide access to 15 hours of free early education for all three and four-year olds in Hertfordshire, who wish to take up their entitlement.

All children from the term after they are three are entitled to 15 hours of free early education for 38 weeks per year (term time only) until they start full-time school.

From September 2017 an additional 15 hours of free education and care has been available to children whose parents qualify. See [www.gov.uk/apply-30-hours-free-childcare](http://www.gov.uk/apply-30-hours-free-childcare) for more information. 30 hour provision is not yet available at Willow Tree Primary.

For parents who are not entitled to the government's 30 hour free child care, we may be able to offer paid provision. This would be subject to space and availability and would be charged at £24 per 3 hour session. The fees would be payable in advance and be non-refundable.

Inclusive Multi Academy Trust schools are able to offer the following maximum number of places in Nursery. These places can be made up of a mixture of 15-hour and 30-hour provision.

	15-hour provision - Morning	15-hour provision - Afternoon
<b>Beechfield School</b>	35	35
<b>Cherry Tree Primary School</b>	32	32
<b>Laurance Haines School</b>	45	45
<b>Willow Tree Primary</b>	34	0

Trust schools operate a single intake to the nursery in September, enabling children to take up their nursery place in the September following their third birthday. **Subject to availability, children may attend the nursery sooner than this date, in the term after their third birthday.**

In partnership with local Nursery classes, we will adhere to the following timeline when dealing with applications:

Applications open	1 <sup>st</sup> December 2025
Deadline to apply to your chosen school/s	27 <sup>th</sup> February 2026
Offer letters sent by schools to parents/carers	16 <sup>th</sup> March 2026
Deadline to accept place and return paperwork to chosen school	23 <sup>rd</sup> March 2026

To apply please complete the register of interest electronically following these links:

[Beechfield School](#)

[Cherry Tree Primary School](#)

[Laurance Haines School](#)

For Willow Tree Primary School please email [admin@willowtree.herts.sch.uk](mailto:admin@willowtree.herts.sch.uk) and request an application form.

Once your child has been accepted to our Nursery class you will be required to submit additional data. Paper applications are available from the office upon request or please email for information.

## Oversubscription criteria

All schools and academies must admit a child with an Education, Health and Care (EHC) plan that names the school. Should the Nursery be oversubscribed the following criteria for admissions will apply in the following order of priority:

**Rule 1: Children looked after** and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangements order\* or a special guardianship order\*. Children who were not looked after immediately before being adopted or made the subject of a child arrangements order or special guardianship order, will not be prioritised under this rule.

#### **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. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

#### **Rule 3: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application\*. *This applies to reception through to Year 5.*

#### **Rule 4: Children of school staff where:**

- the member of staff (full and part time teaching and non-teaching) 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; and/or
- have been recruited to fill a post for which there is a demonstrable skill shortage. In all cases, the member of school staff must have parental responsibility (sole or shared) for the applicant.

#### **Rule 5: Nearest School**

Children for whom it is their nearest school. This includes all schools except those which allocate on the basis of faith (membership or practice) before allocating on the basis of distance/location.

#### **Rule 6: Distance**

Children who live nearest to the school.

*Children not considered under rule 5 will be considered under rule 6.*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, for rules 2 – 5 the next rule will be applied to further prioritise children.

### **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.

### **Continuing Interest**

After places have been offered, Trust schools will maintain a continuing interest (waiting) list. A child's position on a Continuing Interest 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.

### **In Year Admissions**

As a Multi Academy Trust, each school co-ordinates all their own in-year admissions. If you would like to apply for a place at a Trust school nursery in year, please contact the school office. Additionally if you would like to apply for a place for a school aged child, please follow the link [here](#) to see if places are available at our schools for this current school year.