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Coates Way  
Watford  
WD25 9NW

Headteacher: Mrs Fiona Hayes

Nursery Application for 2025-2026 for children born between 01/09/2021 and 31/08/2022.  
These children will start in the academic year starting September 2025.

Dear Parents/Carers,

There will no longer be an online system for applying for your child's preferred Nursery place coordinated by Herts County Council.  
Parents/carers will need to apply directly to the school/s of their choice.

Our Setting is a 26 pupil Nursery based within a mainstream school. Our children are supported in their learning by a qualified teacher and qualified Early Years Practitioners.

We are housed in a separate building with a dedicated Nursery playground. We receive Government funding so that children can have 15- or 30-hours free Nursery Education (if eligible).  
We are also able to offer a Lunch Club (see session times below).

#### Session Times.

Morning only	9.00am – 12.00pm
All Day	9.00am – 15.00pm
Morning plus Lunch Club	9.00am - 13.00pm (extra charge of £6.00)

Children would need to bring a packed lunch from home if they are attending All Day or mornings plus Lunch Club if they do not wish to have a school dinner which costs £2.60 per meal.

The school Nursery only operates in term time only, 38 weeks a year.

In partnership with local Nursery classes, Coates Way School will adhere to the following timetable when dealing with admissions.

Deadline to apply to your chosen school/s	<b>Friday 21<sup>st</sup> February 2025 9am</b>
Offer letters sent by schools to parents/carers	<b>Monday 10<sup>th</sup> March 2025</b>
Deadline to accept place and return paperwork to chosen school	<b>Monday 17<sup>th</sup> March 2025 9am</b>

Please find the attached the application form.

Kind regards

Fiona Hayes  
Headteacher

The following **Admission Rules** for applying for a nursery place will be used at Coates Way School. The rules will be applied in order. (Please refer to Nursery Admissions Arrangements document for 2019)

Parents must apply direct to the school office for a place and places will be allocated following the school's criteria as set out below.

**Rule 1:** Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**Rule 2:** **Children looked after** by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 3: 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 4: 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 in infant, junior and primary schools.

**Rule 5: Nearest School**

Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy

**Rule 6: Distance**

Children who live nearest to the school. This measure will be obtained using Google Maps, walking details will be used. The route with less miles will be used. Children not considered under rule 4 will be considered under rule 5.

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.

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. If there are fewer applications than places available at a school all applicants will be admitted. If there are not enough places available, places will be allocated in the following order of priority.

## **Oversubscription Criteria**

### **Rule 1: EHC (Education, Health and Care)**

Children with a statement of Special Educational Needs which names the schools will be allocated a place in accordance with Section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.

**Rule 2: Children looked after** by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 3: 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 4: 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. This will be applied to twins even if this takes the intake over number.

**Rule 5: A child 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

### **Rule 6: Nearest School**

Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy

### **Rule 7: Distance**

Children who live nearest to the school. This measure will be obtained using google maps, walking details will be used. The route with less miles will be used. *Children not considered under rule 5 will be considered under rule 6.*

### **Rule 8: Any other children**

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those 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.

The school Nursery admission arrangements are as follows:

- ❖ A minimum of 10 places are available to parents who are seeking just 15 hours provision. Nursery morning session is 9.00am to 12.00pm, afternoon session is 12.15 to 3.15, both sessions are Monday to Friday.
- ❖ A further 16 places are available to parents seeking 30 hours provision. This number may increase subject to the 15-hour requirement. If the number of parents seeking 15 hours does not exceed 10, then more 30-hour places will become available.
- ❖ If you do not qualify for 30 hours free childcare, you will be able to book and pay for extra hours if we have spaces available.

The 30-hour offer can be shared between school and an alternative provider e.g. childminders. If parents are seeking the full 30 hours at Coates Way Nursery, this will be from 9.00am through to 3.15pm Monday to Friday. Parents seeking this arrangement may send their child in with a packed lunch or, alternatively, the school can provide lunch at an additional cost.

The school nursery only operates in term time only, 38 weeks a year.

The school operates a Breakfast Club from 8.00am for an additional cost.