Bushey Heath Primary School
Nursery Admission Arrangements for 2026-27 Provision

A vibrant school inspiring children to realise their potential

Bushey Heath Primary is able to provide 15 hours of free early education for three and four year olds, who wish to take up their entitlement. From September 2017 an additional 15 hours of free education and care has been available to children whose parents qualify.

Children who are eligible for 30 hours funding can join from the day after their third birthday. Children who are accessing 15 hours can join from the term following their third birthday. Free early education is available for 38 weeks per year (term time only, morning or afternoon sessions) until they start full-time school. Bushey Heath will offer at least 16 places to children entitled to 30 hour provision and then fill the remaining places, morning or afternoon in accordance with the following criteria:

Children are required to attend all five morning sessions, there is a 5% exception allowed in relation to pupil attendance patterns (5% of 30 children), for a child who is eligible for 30 hours but does not want to use the full allowance at Nursery, for example: 3 full days. This exception must be requested at the time of applying and be agreed by the Nursery Committee. Applications are considered on a case by case basis and are subject to our Nursery numbers and the reason for the request.

Where applications for places exceeds the standard number of places available, the School admissions criteria apply. A Nursery Admissions Committee made up of a Governor, the headteacher plus the admin officer responsible for admissions, meets to ratify the offer of places to Nursery and make a decision about those families who have applied for a place under Rule 2. There is no appeals process for nursery admissions.

Applications Open	Tuesday 17 November 2026
In partnership with local Nursery classes, Bushey Heath will adhere to the following timeline when dealing with applications: Deadline to apply to your chosen school/s	Friday 15 January 2027
Offer letters sent by schools to parents/carers	Week beginning 22 February 2027
Deadline to accept place and return paperwork to chosen school	Friday 19 March 2027

Applications should be made direct to the Bushey Heath School. A paper application is available from the office or please email for information.

Criteria for Admissions to Bushey Heath Nursery
Parents must apply direct to the Nursery school for a place and places will be allocated following the school's criteria.

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.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

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*.

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: Applicants who are children of a parent who is a permanent member of the school staff
Applications from current staff will be considered on a case-by-case basis and/or for employees that have been recruited to fill a post for which there is a demonstrable skill shortage. In all cases, the member of staff must have parental responsibility (sole or shared) for the applicant.

Rule 7: Nearest School
Children for whom it is their nearest community or voluntary-controlled school.

Rule 8: 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.

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.

Rule 9: Any other 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.

Oversubscription criteria to Bushey Heath Nursery
Should the Nursery be oversubscribed the following criteria for admissions will apply in the following order of priority:

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 EHCP (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.*

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: Applicants who are children of a parent who is a permanent member of the school staff
A member of staff must either have 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 staff must have parental responsibility (sole or shared) for the applicant.

Rule 7: Nearest School
Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy

Rule 8: 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 9: Any other 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.

Continuing Interest
After places have been offered, Bushey Heath 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.

In Year Admissions
The School co-ordinate in-year admissions. If you would like to apply for a place at Bushey Heath School please contact the school on 0208 950 3042.

Explanatory notes and definitions
The following definitions apply to terms used in the admissions criteria:

Rule 2: 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 order[1] or a special guardianship order[2])
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.

These children will be prioritised under rule 2.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. 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 function (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 and the application would be prioritised under Rule 1.

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 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

[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.

Rule 3: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
Rule 3 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 Rule 3 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 Rule 2 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 Rule 2, may be made under this rule.

Further details on the Rule 3 process can be found in the "Rule 2 protocol" available at:

Schools and education | Hertfordshire County Council

Definition of sibling
For applications to schools guided by Hertfordshire County Council's 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 after[1] and in every case living permanently[2] 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.

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.

Fraudulent applications
Bushey Heath will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and nursery places will be withdrawn when false information is deliberately provided. Bushey Heath will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current setting;
- 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:
    - The family has moved to a property from which their application was less likely to be successful;
    - The family has returned to an existing property;
    - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
    - Council tax information shows a different residence at the time of application.
- When a child starts at the nursery and their address is different from the address used at the time of application.

Definition of "nearest school"
For coeducational community schools, the "nearest school" definition for rule 7 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

Note – non-partially selective means that the school does not offer any places based on academic ability.

Applications from children* from overseas
An application for a nursery place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the Nursery place and be on roll within that timescale.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a Nursery place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

Age of Admission and Deferral of Places
Hertfordshire County Council's policy is that children born on and between 1 September 2021 and 31 August 2022* would normally commence primary school in Reception in the academic year beginning in September 2025. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Following guidance issued by the Department for Education on 8 September 2015 the county council has amended its policy for summer born children. Children born between 1 April and 31 August are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception they may delay their application.

These applications will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs /development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term (before the Easter break).

Hertfordshire County Council allocates places for Reception. They invite parents to apply in the Autumn before the academic year in which the child turns 5. Most of these applications are made on-line at www.hertsdirect.org/admissions though a paper form can be requested by telephoning the County Admissions team. **Accepting a place in Nursery does not guarantee a place Reception and all parents should apply direct with Hertfordshire County Council for School places.**

Children Out of Year Group (except applications for reception from summer born)

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

False Information

Sessions allocated can be changed after offers have been made if it is found that the offer was made on the basis of false information.

Data Protection

All personal data will be processed by Bushey Heath Primary School in accordance with the Data Protection Act 1998. This data will be used for administrative purposes only, so that the school is able to manage its admissions effectively.

Additional Hour Charges

Terms and Conditions for Additional Hours and Lunch Club

Additional hours in nursery are offered subject to availability. At the start of the academic year, priority is given to working parents (proof from employer may be required) and, thereafter, places will be allocated on a 'first come, first served' basis. Where availability remains, 'one-off' or ad hoc sessions may be requested.

In order to maintain staff ratios we cannot offer alternative pick up/ drop off times except in the case of medical appointments – please see our Attendance Policy for full details.

A charge of £26.50 is made for each additional session. This charge will be reviewed annually.

Hours:
08:45 - 11:45
12:00 - 15:00
08:45 - 15:00

Additional hours

- All additional sessions must be arranged and agreed in advance with the school. The school office can advise of availability.
- A £350 deposit is payable to confirm acceptance of the allocation of additional sessions. This deposit will be deducted from the final invoice, provided there has been no breach of these terms and conditions.
- Invoices will be issued at the beginning of each term and payment should be made in the maximum of three equal instalments on the 1st of each following month (i.e., Autumn Term – 1st Sept, 1st Oct & 1st Nov).
- Payment can also be made in full at the time of invoice.
- Notice in writing must be given a minimum of four weeks before the end of the half term if the additional sessions are not required in the following half term.
- Refunds and credits will not be given for days where a child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability.

Payment of nursery fees

Payment of nursery top-up may be made via:

a) Via School Gateway.
b) Childcare Vouchers

If payment is not received by the due date/s, a reminder email will be sent out. If payment is not received by the last day of the half term, parents will be advised that their child will not be accepted for additional sessions when school resumes. The £350 deposit will be forfeited.

30 hrs Funded

- For details on how to register and check for eligibility for the 30 hours visit: https://www.childcarechoices.gov.uk.
- At Bushey Heath Primary School we will be offering 30 hours places on a strictly first come, first served basis for those who commit to using the full 30 hours at Bushey Heath Primary School.
- Once you have been formally offered a 30 hours place by the school, send in your verification code for 30 hours, parents' NI numbers and consent as above to admin@busheyheathjm.herts.sch.uk Completed parent declaration forms will also be required.
- The full 30 hour places hours are 8.45-3.00 Monday to Friday.

Date Policy Reviewed/Amended:	October 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	October 2027
Reviewed by:	Full Governing Body