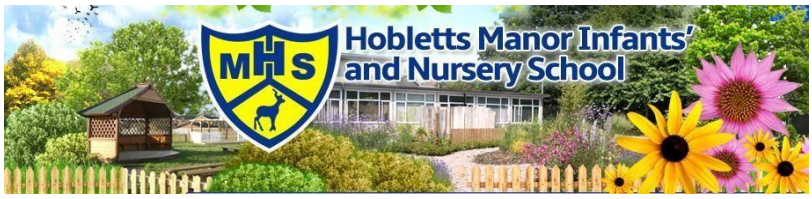
Nursery Admissions Policy

Hobletts Manor Infants' and Nursery School

www.hoblettsinfants.com



Adeyfield Road
Hemel Hempstead
Hertfordshire
HP2 5JS 01442
213854

Policy Review

This policy will be reviewed in full by the Governing Body every year.

The policy was last reviewed and agreed by the Governing Body in 01.2026

It is due for review in 01.2027

Signed ……
Date……
Headteacher

Signed……

Date……

Chair of Governors

Hobletts Manor Infants' and Nursery School Nursery Admissions Policy – September 2026 Intake

1. Introduction

Hobletts Manor Infants' and Nursery School welcomes applications for our Nursery provision. Children can join the Nursery in the September following their third birthday.

For the **September 2026** intake, **we invite applications for children born between 1 September 2022 and 31 August 2023.**

We offer between 15 and 35 hours of early years provision per week (term time only), depending on eligibility, need, and availability. While most children start in September, mid-year entry may be possible if places become available.

2. Nursery Admissions Timetable Applications open **8 January 2026**

Applications close **6 March 2026**

Offer emails sent Week commencing **16 March 2026**

Deadline to accept/decline **27 March 2026**

Late applications processed from **17 April 2026**

Applications received after **6 March 2026** will be treated as late and considered after on-time applications.

If no response is received by the acceptance deadline, the school may withdraw the offer.

3. How to Apply

Parents and carers can apply by completing the online application form at:
https://hobletts.nurseryintake.co.uk

Paper application forms are available on request from the school office.

Completed paper applications should be returned to:

Hobletts Manor Infants' and Nursery School

Adeyfield Road

Hemel Hempstead

Hertfordshire

HP2 5JS or emailed to: **admin@hoblettsinfants.herts.sch.uk**

If you would like a paper copy of the confirmation of allocated sessions, please inform the school office when submitting your application.

4. Admissions Criteria

If more applications are received than there are places available, the following criteria will be applied:

1. Children in the care of the Local Authority.
2. Children with exceptional social, educational or medical needs, supported by professional evidence (e.g., an Education Health Care Plan). This must be stated on the application form.
3. Children with siblings attending Hobletts Manor Infants' School (YR–Y2) or Hobletts Manor Junior School (Y3–Y5).
4. Children living closest to the school, measured using the Hertfordshire County Council distance calculator, and subject to the availability of 15- and 30-hour places at the school's discretion.

Please note: Places are allocated according to the criteria above, not on a firstcome, first-served basis.

5. **Waiting List**

If the Nursery is oversubscribed, parents/carers may request that their child be added to the waiting list. Places that become available will be allocated using the same admissions criteria, not by the date the child was added to the list.

6. **Right of Appeal**

Nursery education is **non-statutory** therefore the school's decision is final and there is no formal right of appeal.

7. **Data Security**

We take data protection seriously.

· Application forms for successful applicants will be securely stored in hard copy in the school office.

· Unsuccessful applications will be destroyed unless the family requests to be added to the waiting list within one week of receiving the outcome email.

· Waiting-list applications will be kept for up to 12 months or until a place becomes available.

· All records will be shredded once no longer required.

8. **Nursery Provision**

15-Hour Universal Entitlement

All 3- and 4-year-olds are entitled to **15 hours** of free early education per week during term time.

Available session times:

· Morning: **8:30am – 11:30am**

· Afternoon: **12:30pm – 3:30pm**

Families may request to extend sessions, but allocations depend on availability. Additional sessions may be purchased at £19.50 per session (subject to availability).

30-Hour Extended Entitlement

Families who meet HMRC eligibility criteria may access 30 hours of funded childcare.

Standard funded day:

· **8:30am – 2:30pm** (30 hours per week) Optional

extended hour:

2:30pm – 3:30pm at Currently **£6 per hour increasing to £6.50 in September 2026. Subject to review – See Clause 9. Charging Procedure.**

Children attending full days must bring a packed lunch.

Splitting hours between providers

Families may divide their funded hours between two providers (e.g., nursery and a childminder). This must be agreed with both settings.

Commitment to agreed sessions

When applying, parents/carers must commit to the number of funded hours they intend to use. Due to high demand, it is not permissible to accept a 30-hour place but routinely attend fewer hours than agreed, except when a child is ill.

Maintaining eligibility Parents/carers must:

· apply for their 30-hour code by **31 August** for a September start

· reconfirm eligibility **every 3 months**

· notify the school immediately if eligibility lapses

If eligibility is lost, families must choose either to:

· reduce attendance to 15 hours, OR ·

pay for the additional hours.

9. Charging Procedures

· Payments for lunch clubs and additional purchased sessions must be made by the deadlines on invoices.

· In exceptional circumstances, instalment plans may be arranged with the Headteacher and school office.

· The school reserves the right to withdraw additional hours if payments are not made.

· Fees remain payable during absences. In exceptional cases (e.g., absence for half a term or more), the Headteacher may review charges.

· If the school is unable to open due to exceptional reasons, families will be offered either a refund or credit towards future sessions.

- Hobletts Manor Infants and Nursery reserve the right to review the hourly rate for additional hours taken. These reviews will occur in April and September.



APPENDIX A **NURSERY APPLICATION FORM**

PLEASE USE BLOCK CAPITALS			
Child's details			
First name			
Middle name			
Family name			
Date of Birth / /		**Gender** M	F
NHS Number			
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/social worker/other			
Your child's permanent address (at time of application)			
Additional Needs Does your child have any additional needs?			
Additional professionals Are there any other professionals involved with your child. EG - Speech and language advisory teacher, developmental Inclusion officers or paediatrician?			
Special Educational Needs Does your child have Educational Health and Care Plan or in the process of applying?			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?			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?	Yes/No

If you have a sibling at this school or attending Hobletts Manor Junior School in Y3, Y4 or Y5 please enter their date of birth and name:		
Name of Early Years Setting your child attends or previously attended (if applicable)		
I am applying for a 15 hours place	Yes/No	
If possible I would like my 15 hours to be allocated for 3 hours every morning	Yes/No	
If possible I would like my 15 hours to be allocated for 3 hours every afternoon	Yes/No	
If possible I would like my 15 hours to be divided up differently across the week. *Please provide details of how you would like your hours to be divided if it is possible to do so e.g. mixture of mornings, afternoons and whole days and any days in particular.*		
I am applying for 30 hours free childcare for 6 hours per day, 8.30 a.m. to 2.30 p.m.	Yes/No	If yes please provide your HMRC code:

I am applying for 30 hours free childcare, PLUS an additional hour each day, at a cost of £5 per day, 8.30 a.m. to 3.30 p.m.	Please specify which days you require the addition hour i.e. Mon, Tues & Weds:

If you have any other requirements, please provide details here:	

Please complete the details for both parents if living at the same address:	**Parent/carer 1 details**	**Parent/carer 2 details**
Title:		
Forename:		
Surname:		
Date of Birth:		
National Insurance Number:		
National Asylum Support Service (NASS) Number (if applicable)		

Address:		
	Parent/carer 1 details	**Parent/carer 2 details**
Email address:		
Telephone numbers		
I confirm that the details above are correct to the best of my knowledge		
Signature of parent or carer:		
OFFICE USE ONLY:	**Date received:**	
	Distance:	
	Recorded on spreadsheet	
	By whom:	

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 Hobletts Manor Infants' and Nursery School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found to be false, the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

I understand that by completing this form I am in agreement with the terms outlined in this policy.

Signature of parent or carer …… Date……

Thank you for completing this information. Please return to the school office by 6th March 2026 in order for your application to be considered in the first round.

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01442 213854

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Note to parents and carers

How the information on this form will be used:

By completing this form and signing the declaration, you are agreeing for Hobletts Manor Infants' and Nursery School, if they are over-subscribed, to check whether your child's details meet the school's published admission rules, and can therefore be offered a nursery place.