



St. John's Church of England Infant and Nursery School



Nursery Admissions Policy 2025-6

Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

Nursery Admissions Policy	
Written by:	Alice Aharon
Date:	May 2025
Approved by:	Biddie O'Connor
Date:	26/06/2025
Review frequency:	Annually
Target Audience:	All Stakeholders

The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's CE Nursery and Infant School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.



Responsibility for Admission into the Nursery Class

Responsibility for making decisions regarding nursery admissions to the school lies with the Executive Headteacher and Governors of the school. The Executive Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this policy are followed.

Age Range

The Nursery class at St. John's Infant and Nursery School provides 15 hours or 30 hours free nursery provision (depending on [government eligibility](#)) for a maximum of 32 children at any one time from the admission term following their third birthday. The majority of pupils will be expected to join the school at the beginning of the Autumn term in September, and a further group of children will be admitted at the beginning of the Spring term in January, if there are places available.

Quick guide to the appropriate admission term

Child's 3rd birthday falls between:	A place may be accessed from:
1 st September 2024 and 31st August 2025	Start of the Autumn term – September 2025
1 st September 2025 and 31st December 2026	Start of the Spring term – January 2026

Application Process

Parents and carers must apply for a Nursery place by completing an application form, available on the school website. The application form must be returned to admissions@stjohnsradlett.herts.sch.uk and an acknowledgement will be sent.

The Admissions Officer will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. This is called the Nursery Admissions List. The Executive Headteacher and governors will allocate places according to the criteria below. Copies of supporting documents must be submitted with the application form for criteria 1 and 2. Failure to submit supporting evidence will result in the criteria not being considered. Parents and carers will receive a letter via email in May 2025 if they have been allocated a place. Parents/carers are obliged to accept the place in writing within seven calendar days of the offer letter or the place will be withdrawn automatically and offered to the first child on the waiting list. Failure to accept the place within seven days may mean a place is no longer available.

Please note that the allocation of a nursery place does not guarantee a place in Reception. Applications for Reception are managed by Hertfordshire County Council and it is the responsibility of parents/carers to apply separately. However, entry to the Reception class may be prioritised to Nursery children. Please see [Determined Admissions Policy 2026/7 for Reception](#).

30 Hours Funded Childcare

Parents and carers may use 15 or 30 hours entitlement for their Nursery place at St. John's Infant and Nursery School. Further information about other providers in the local area can be found on www.hertfordshire.gov.uk/nurseryadmissions.

Criteria



We will first allocate places to children whose third birthday is before 31st August 2025 and whose parents/carers have applied for a Nursery place to start in September 2025. If there are more applications than places available, the following criteria will be applied (in order of priority):

1. 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. (Evidence must be submitted with the application in order to be considered.)
2. Children with exceptional social, educational or medical needs which can only be met by St. John's Infant and Nursery School, as identified by professionals; such as a child protection plan or education health care plan. (Evidence must be submitted with the application in order to be considered.)
3. Children with siblings at St. John's Infant and Nursery School or/and at Fair Field Junior School who will still be on roll in September 2025.
4. All other children in order of distance (as measured using the distance calculator on Herts Direct.)

If any spaces remain, we will allocate places to children whose third birthday is before 31st December 2025 and whose parents/carers have applied for a Nursery place to start in January 2026. If there are more applications than places available, the same over-subscription criteria will be applied as above.

Evidence for criteria 1 and 2 must be submitted with the application. Failure to do so will result in the criteria not being considered. The school will not send any reminders.

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. If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the school as identified by the distance calculator on Herts Direct. Where there is a need for a tie breaker where two addresses measure the same distance from the school, for example in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie break will be random.



Nursery Timetable and Additional Charges

1) The Nursery class operates 3 sessions for 15 hours:

- i) 8:45am – 11:45am 5 mornings a week
- ii) Monday, Tuesday 8:45am – 3:15pm and Wednesday 8:45am – 11:45am*
- iii) Wednesday 12:15pm – 3:15pm and Thursday, Friday 8:45am – 3:15pm*

*There is a cost for lunch club on these days.

2) Children who are eligible for 30 hours and their parents have an eligible code, the child will attend 8:45 – 3:15, with a nominal charge towards the cover of lunch club.

3) Children can attend for 15 hours and their parents/carers can pay for as many additional sessions that they want.

For example, a child could be eligible for 15 free hours and attend St John's Nursery every morning. Their carers decide to pay for them to attend 5 afternoons a week, so they are attending full time Nursery.

Charges Table:

Lunch Club	£3.50
Additional 3 hour session	£21.00

Waiting List

If there are more applications than the number of places available, parents/carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

Right of Appeal

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.

Data Security

We take our data security responsibilities very seriously. We will only communicate with the first parent/carer named on the application form. Application forms for successful applicants will be stored in hard copy in the child's educational record. Applications from unsuccessful parents/carers who wish to be on the waiting list will be kept for a maximum of 12 months or until a place becomes available.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share data with any third party other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send parents/carers advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or benefits a child, and our local children's centre who support the local authority by assisting families to access the services that children are entitled to.