

## **Morgans School**

### **Nursery Admission Policy September 2025 -2026**

At Morgans School children can start the Nursery class in September after their third birthday. This applies to children born between 1st September 2021 and 31st August 2022 and they can apply for a place at our Nursery to start in September 2025.

Parents can use the application form on the Morgans School website to apply for a place or they can request a paper copy from the school office, by calling 01992 582162. The application form can be emailed to [admin@morgans.herts.sch.uk](mailto:admin@morgans.herts.sch.uk) or a paper copy can be handed in to the school office.

#### **Nursery Admission Timeline for the academic year September 2025 to July 2026.**

3rd February 2025 - 07th March 2025 - Parents can apply to Morgans school for a place.

Parents for late applications can apply to Morgans School using the application form and will be placed on the Nursery waiting list if no places are available.

21st March 2025 - Morgans School will make offers to parents for a place in the Nursery via email.

28th March 2025 - Deadline for parents to accept or reject offers the school has made to them for a Nursery place. If the parents do not respond to the offer made by this date the school may withdraw the offer.

11 July 2025 - Deadline for parents who are entitled to 30 hours funding to supply the school with their eligibility code if they wish their child to attend for more than 15 hours.

#### **Admission arrangements for Morgans School**

Nursery has two sessions:

The hours are for term time only. The school's term dates are published on the school website.

All 3 and 4 year olds are entitled to 570 hours of free early education a year, which is equal to 15 hours a week for 38 weeks of the year.

Morning Nursery - 8.30am until 11.30 am.

Afternoon Nursery - 12.30pm until 3.30pm.

Morgans School Nursery Pupil Allocated Number is 60. We have a maximum of 30 pupils attending a nursery session:

Some 3 and 4 year olds may be entitled to an additional 570 hours of childcare per year, which is equal to 30 hours a week for 38 weeks of the year. The 30 hour free childcare entitlement is available to working families who meet the eligibility criteria. Parents can check eligibility and apply for their 30 hour code at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Contact details for all registered providers in Hertfordshire can be found at [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents).

Pupils in receipt of 30 hour funding get a place from 8.30am to 2.30pm.

Parents can collect their child at 2.30pm with no additional costs.

Parents who would like extended hours can pay for their child to stay in the Nursery until 3.30pm at a cost of £6.05 per hour. This fee must be paid in advance, half-termly, to the school.

Children staying for the extended day will need to bring their own packed lunch or have a school meal at a cost of £2.90 (Price subject to change).

Parents have the responsibility to re-check their eligibility every three months with HMRC.

Parents will need to supply the school with their 30 hour code every three months. If parents eligibility for a 30 hours code ends they can pay for additional hours outside the 15 hour Universal Free Childcare at £6.05 per hour.

The 30 hour funding can be split between two providers as long as both agree to the split. Please contact the school if this is your preference. 15 hour place (3 hours a day) Parents can apply for a 15 hour place from 1st February. When applying, parents can state their preference for a morning or afternoon session. The school will record this preference and offer the preference if spaces are available after the application deadline closes.

### **Over subscription criteria for Morgans School Nursery**

Morgans School Nursery will admit children with an EHCP (Education, Health and Care Plan) that names the school. Parents can apply to Morgans School for a place in the Nursery class to start in September after their third birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a) 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 or a special guardianship order)
- b) A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) Other applicants where the following criteria are considered to determine priorities:

1) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school i.e. is in year 6.

2) Priority will then be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure 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. Morgans School will use a parent distance checker for calculating home-school distance measurements. A place in Morgans School Nursery does not guarantee a place in Reception. Parents must apply to Hertfordshire County Council for a Reception place in their chosen school.