



Rational

Hertfordshire County Council is responsible for providing places in schools for children of statutory school age. The statutory age lasts from the beginning of the term after a child's fifth birthday until the end of the school year in which the child becomes 16 years of age. The school is responsible for admissions into nursery.

Reception Admissions

At the beginning of the school year in which each child will be five, parents can apply for a reception place at the school. This is done online via www.hertsdirect.org/admissions. Parents/carers are required to fill a form in and return it before a given date.

Applications are usually made between November and January.

County admissions will allocate places based on the [admissions rules](#) below. Please note that you still have to apply for a reception place if your child is in the nursery. We are sorry but being in the nursery class does not guarantee you a place in reception.

Places are usually allocated in April each year.

Parents/carers must then choose whether to accept or reject this offer within a given time. There are appeal procedures, which the LA will explain, should parents/carers have a problem with the decision. Once a place has been accepted at Ladbroke, we will make contact, giving you details of a chance to visit before your child begins school.

Current Hertfordshire County Council's admission rules for community primary schools

We apply these rules in the order they are printed below. This means that we offer places first to every child who qualifies under Rule 1, and then to every child who qualifies under Rule 2, and so on. If more children qualify under a particular rule than there are places available, we use a tiebreak by applying the next rule to those children.

Rule 1: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).

Rule 2: 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 3: Siblings - 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; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools

Rule 4: Children for whom the school is their nearest community school. These will be measured using 'the shortest designated route' which is:

- a public route with a proper surface, such as tarmac or concrete, or
- a road which does not need to have a separate pavement, or
- a cycleway adopted by Hertfordshire County Council.

The route can be lit or unlit. We measure distances in metres to two decimal points.

Rule 5: Children who live nearest to the school.

Please note that the rules for Hertfordshire County Council have been printed in accordance with the determination of the Office of the Schools Adjudicator. For further information, please contact the Admissions and Transport team.

Further details can be found in the "Starting School" booklet and on the Hertfordshire web site: <http://www.hertsdirect.org/scholearn/admissions/>

Starting at Ladbrooke

We have a single intake into the reception class. All children, irrespective of birth date, start reception in September. To support a successful integration into the school the start of the term is staggered as follows

Week 1 All children attend from 8.45am - 12.00pm

Week 2 All children attend from 8.45am - 1.30pm

Week 3 All children are in full time from 8.45am - 3.20pm

Nursery Admissions

What We Offer

Ladbrooke JMI School offers up to 30 hours of child care, term time only. This offer is made for children in the September after they turn three. If places are available we may take children in the term after they turn three, but this will be considered on an individual basis. We have 26 places available in each session.

All parents are entitled to 15 hours of free child care and can buy additional hours for their child. This is charged at £15.50 per 3 hour session. Some children will be entitled to 30 hours of free child care. The nursery operates from 9am until 12pm or from 9am until 3.00pm. Children can come to morning sessions or full day sessions.

Stand alone afternoon sessions are not permitted. For example a child requiring 15 hours could come every morning for 5 x 3 hour sessions or could attend on two full days and one morning. If a child is staying all day, parents will need to provide them with a packed lunch.

What am I Entitled to?

All children, who are three or four years old are entitled to 15 hours of free childcare. Some children may be entitled to 30 hours of free childcare. To be eligible you will need to meet the following criteria

- earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months;
 - this equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old;
 - this applies whether you are in paid employment, self-employed or on a zero hours contract;
 - the parent (and their partner where applicable) should be seeking the free childcare to enable them to work;
 - where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave;
 - where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work;
 - where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months;
 - either parent has an income of not more than £100,000
- if a non-EEA (European economic area) national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

Either parent is a non-EEA (European economic area) national and subject to immigration control (and has no recourse to public funds).

More information on this can be found at

www.hertfordshire.gov.uk/parents

www.childcarechoices.gov.uk

How do I apply?

You can download the application form from the school website or pick one up from the school office. All forms need to be returned to the school office with proof of date of birth (e.g. birth certificate or passport). Only original copies will be accepted.

When do I apply

Applications for September can be made between **February and March**

After this time, applications will be classed as late applications and will be looked at after other applications have been considered.

We will consider early applications for children in the term after they have turned three, but these will be considered on an individual basis and only if places are available.

How Applications are considered?

Once the closing date has arrived, we will then consider all the applications made. If there are less than 26 applications made, all offers will be made. If we receive more applications, then the following criteria will be applied.

- 1.Does your child have an EHCP
- 2.Is your child a looked after child?
- 3.Does your child have any medical or social reasons why Ladbrooke is the school they should go to?
- 4.Does your child have a sibling in the school?
- 5.Does one or more of the parents work in the school?
- 6.Are you taking up the 30 hour offer?
- 7.The distance you live from the school

To be eligible for criteria 1-3, further documents will be required at the point of application. If these are not sent in with the application form, this criteria will not be considered.

How will distances be measured?

We will use the following online distance measuring tool to calculate the straight line distance from your house to the school

www.daftlogic.com/projects-google-maps-distance-calculator.htm

When will offers be made?

Offers will be made by the end of April. Parents will have until 4th May to accept or reject the offer. If an appeal is made for a nursery place, the governors will form a committee to hear the appeal.

Can I look around the School?

Visits to the school are warmly encouraged. Viewings can be made from the beginning of October. Please call the office to find out when viewings are taking place and book yourself on.