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Nursery Admissions 2027-2028

Fleetville Infant and Nursery School

Our Core Offer

Fleetville Infant & Nursery School offers 15 hours per week of teacher-led Nursery education over five morning sessions (3 hours per session) and 30 hours extended childcare, 6 hours per day (Mon – Fri) funded by the Government 30 hours childcare scheme. If you are not eligible for 30 hours you can also pay for this option. Lunch Club can be added to the end of our morning Nursery sessions (subject to availability).

Admissions and Attendance

Fleetville Infant & Nursery School is an Academy that is part of Spiral Partnership Trust and follows Hertfordshire County Council guidelines for admissions. These are contained in County admission leaflets or can be found at www.hertfordshire.gov.uk by going to the section “school admissions”.

All children join Nursery in the September of the academic year in which they will reach the age of 4. The school will arrange a comprehensive induction for all children.

We have a 39 place Nursery and offer 15 hour morning places and 30 hour extended childcare places.

15 hours

At Fleetville Nursery we offer the Free Early Education Entitlement for 3 and 4 year olds. The entitlement to a free Nursery place is 15 hours over 38 weeks. We are offering morning sessions from 8.40am-11.40pm. This is for each day Monday to Friday, a total of 15 funded hours.

We cannot offer places for less than 15 hours. We, therefore can only accept applications for attendance at all five sessions a week.

We will be offering the opportunity for children to join our Lunch Club from 11.40am – 12.40pm. You will need to supply a packed lunch for your child and places will be subject to availability. The cost will be £7.75 per day (subject to change) payable in advance for each half term.

Or if you would prefer a longer day, we will also be offering the opportunity for children to stay for a full day from 8.40am – 3.20pm. You will need to supply a packed lunch for your child and places will be subject to availability. The cost will be £33 per day (subject to change) payable in advance for each half term. For this option, we require that you commit to this for a whole term and provide at least half a term's notice if you wish to change your booking. This is so we can manage our staffing arrangements.

30 hours

We also offer 30 hour child care places. You can check the following website to see whether you are eligible <https://www.gov.uk/childcare-calculator>. You will have to reconfirm this to us through an 11 digit code **every 3 months**.

The 30 hours option involves payment of £4.00/day (subject to change) to cover the cost for last session of the day as this is above the 30 hour free entitlement.

Deferment of places

Parents have the choice to defer their child's entry to Reception if their child is born between 1st April and 31st August and can choose for their child to spend an additional year in the Nursery These children will be given priority when Nursery places are



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allocated for the following September, if parents have informed the school of their decision to delay their child's school start.

Admissions Criteria

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. All schools must also admit children with an Education Health and Care Plan (EHCP) that names the school.

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements 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, this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

A panel of Governors 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 Deferred entry to Reception: Children who have received one year of Nursery education at Fleetville and who were born between 1 April 2023 and 31 August 2023 may request to delay their start to Reception until the autumn term of 2028, subject to agreement from the relevant admission authority. Parents must notify the school of their decision by the published deadline. A Nursery place cannot be guaranteed where notification is received after this deadline.

Rule 4 Sibling: Children who have a sibling on the roll of either Fleetville Infant or Fleetville Junior school at the time of application.

This applies to reception through to Year 5.

Rule 5 Children of staff: The school will admit a child of a member of staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

The child must be living permanently with the member of staff.

Rule 6 Nearest School: Children for whom it is their nearest school or academy.

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 any criterion than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line using the [Distance Measuring Tool](#). 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.

Fleetville Infant and Nursery School will use the same definitions as HCC.

Shared Funding

We cannot offer places for less than 15 hours. We therefore can only accept applications for attendance at all five sessions a week (i.e we cannot split the first 15 hours funding with another provider).



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If you are eligible for 30 hours free child care we ask that you sign up for the full 30 hours with us, you will not be able to share this entitlement with another provider.

Waiting list

A rolling waiting list will be run after the deadline for accepting offers has passed, with anyone being added immediately and offers made when a space is available.

Reception admissions

Following the offer and acceptance of a child's place in Nursery, parents/guardians will still need to apply for a place to join Reception the following year. This is a separate process and details of how to apply will be sent to parents/guardians by Hertfordshire County Council, or seen on their web site: [School Admissions](#). There is no automatic right of entry into Reception for our Nursery children.

Ad hoc Lunch Club and Afternoon sessions

We may be able to offer additional ad hoc lunch club and afternoon sessions in addition to your child's regular attendance pattern. To book, telephone the school office to check availability, once availability is confirmed by the school office via email, payment is made via Arbor in advance, once payment is received, the ad hoc session is booked for your child. (Please note that it is essential to check availability with the office first, as payment alone will not guarantee the session as we must manage our staffing arrangements).

Payment terms

Booking	Daily charge
15-hour place with additional Lunch Club	£7.75
15-hour place with additional Lunch Club and afternoon session	£33
30-hour place with additional time beyond funded hours	£4

All fees are subject to change. Fees are payable in advance through Arbor for the coming half term, by the deadlines in the booking table.

Changes to session patterns must be confirmed in advance for the coming half term, no later than one week before the preceding half-term break. The booking windows and payment deadlines are listed on the next page.

If paying through Tax-Free Childcare or childcare vouchers, please email the school and arrange payment as soon as you book through Arbor. Places are secured only once payment has been received.

We reserve the right to cancel bookings if payment is not received at the time of booking. Booked half-term sessions are non-refundable, including absence due to illness or any other reason.



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Booking windows and payment deadlines

Half term dates	Session type	Booking window	Payment deadline
Autumn 1: 1 September–22 October 2027	Afternoon sessions	Tuesday 29 June–Friday 2 July 2027	12 noon, Friday 2 July 2027
	Lunch club	Tuesday 6–Friday 9 July 2027	12 noon, Friday 9 July 2027
Autumn 2: 2 November–17 December 2027	Afternoon sessions	Tuesday 5–Friday 8 October 2027	12 noon, Friday 8 October 2027
	Lunch club	Tuesday 12–Friday 15 October 2027	12 noon, Friday 15 October 2027
Spring 1: 5 January–11 February 2028	Afternoon sessions	Tuesday 30 November–Friday 3 December 2027	12 noon, Friday 3 December 2027
	Lunch club	Tuesday 7–Friday 10 December 2027	12 noon, Friday 10 December 2027
Spring 2: 21 February–31 March 2028	Afternoon sessions	Tuesday 25–Friday 28 January 2028	12 noon, Friday 28 January 2028
	Lunch club	Tuesday 1–Friday 4 February 2028	12 noon, Friday 4 February 2028
Summer 1: 18 April–26 May 2028	Afternoon sessions	Tuesday 7–Friday 10 March 2028	12 noon, Friday 10 March 2028
	Lunch club	Tuesday 14–Friday 17 March 2028	12 noon, Friday 17 March 2028
Summer 2: 5 June–21 July 2028	Afternoon sessions	Tuesday 9–Friday 12 May 2028	12 noon, Friday 12 May 2028
	Lunch club	Tuesday 16–Friday 19 May 2028	12 noon, Friday 19 May 2028

Please note: There will be no sessions on the bank holiday on Monday 1 May 2028.

Tax-Free Childcare and childcare vouchers

If you intend to pay through Tax-Free Childcare or childcare vouchers, please notify the school by email and arrange payment as soon as you make your booking on Arbor.

Payment reminder

If payment is not received at the time of booking, we reserve the right to cancel your booking.

Staggered starts

Children joining us in September follow a staggered start to help them settle into nursery:

- 6 September: Online video call with the class teacher.
- 7 September: One-hour visit to nursery with parents, in small groups.
- 8 September: Morning session only.
- 9 September: Full-day sessions begin for children registered to attend full days.

Tax free childcare vouchers can be used for payment, please speak to the school office if you are using this option.

Places can only be secured once payment has been made.

Sessions booked for the half term are non-refundable whether the child is in attendance or not, due to illness or any other reason.