

# Mill Mead Primary School



## Nursery Admissions Policy

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Date of Issue:	July 2025
Date Review Due:	July 2026
Status:	Statutory

## **Admission to Mill Mead Nursery**

There are 39 places in our teacher-led Nursery class for children aged 3 and 4. Children can be admitted from the day they turn 3.

Admission is subject to an application being made and places being available.

Admission to the Nursery does not guarantee a place in the main school. Applications for Reception must be made on a separate application via Herts County Council.

## **Available Sessions for Nursery**

Our Nursery will offer both full time and part time places. The following sessions will be available:

Session	Times	Hours	Additional Information	Allocated Places
Full Day	8.45am to 3.15pm	30 hours	Government Funded if eligible or 15 hours government funded and 15 hours privately funded	39 places are available in total with full time places being given preference
Morning Session	8.45am-11.45am	15 hours	Government Funded from the term after a child turns 3	

For more information about the prices and available sessions, please contact our office on [admin@millmead.herts.sch.uk](mailto:admin@millmead.herts.sch.uk).

## **Meads Wrap-around Care**

In addition to our school nursery, we also offer wrap-around care with a breakfast club from 7.30am until 8.45am and after school club from 3.15pm to 6pm.

## **Admissions Procedure**

1. Admissions are open throughout the year and can be made via a form on our website.
2. Nursery tours will take place in January. Please ring the school office to book a date. Children are welcome to attend with you but we ask that you be mindful of the learning that is taking place.
3. Once applications have been submitted, you can expect to receive a response within two weeks.

## **Allocation of Places**

Children who have an 'Education, Health and Care Plan' which names our Nursery must be offered a place.

If at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

## **Oversubscription**

### ***Criteria to be used in the event of oversubscription (based on Hertfordshire County Council's Oversubscription criteria)***

1. Children Looked After and previously looked after
2. Children with a sibling at the school
3. Distance from the school using the HCC website

### **Waiting Lists**

When the Nursery is full, a waiting list will be established in the oversubscription priority order. When places become available, children will be considered from the waiting list. New applications will be added to the waiting list in accordance with the priority order.