



Broxbourne CE Primary School

**Mill Lane
Broxbourne
Herts
EN10 7AY**

Nursery Admissions Policy 2026/27



**The Governing Body of
Broxbourne CE Primary School**

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Tel: 01992 462419

BROXBOURNE CE PRIMARY SCHOOL

NURSERY ADMISSIONS ARRANGEMENTS 2026/27:

At Broxbourne CE Primary School, we are committed to children being at the heart of all our decisions; to excel in all aspects of our educational provision and to achieve this aim within a safe, nurturing and loving Christian community.

Broxbourne CE Primary School exists to serve the needs of the Church of England and other Christian churches as well as the wider community in the Broxbourne area.

As a one-form entry Voluntary Aided school the Governing Body, who is responsible for establishing the school's aims and admitting the children, will admit **30 children** to the Nursery class each September. If there are more than 30 applicants, the Governors will offer places according to the list of criteria, detailed below.

The application process for entry to **Nursery in September 2026** is set out on page 9 of this policy.

The school operates a **Continued Interest List** (waiting list) for Nursery if it is full. In-year applications are made directly to the school by completing and returning the school's in-year application form which is available from our website or school office. Whenever a place becomes available, it will be offered in accordance with the published criteria as they apply **at the time of the vacancy**. (NB Length of time on the Continued Interest List or previous priority on the list will not apply.) Please see further information on page 8.

Please read the school website for more information about the school and for an insight into its life www.broxbourne-pri.herts.sch.uk/

A place in the Nursery class **does not** guarantee a place in the Reception class. Children in the school's Nursery **must** make a separate application for a place in the Reception class.

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NURSERY ADMISSIONS ARRANGEMENTS 2026/27 contd:

NURSERY OVERSUBSCRIPTION CRITERIA 2026/27

Section 324 of the Education Act 1996 requires the Governing Body to admit a child with an EHC (Education, Health and Care) Plan that names the school. Such children will be admitted before any oversubscription criteria are applied. All applicants will be admitted if there are sufficient places.

In the event of oversubscription, the Governors will offer places according to the following order of priority:

- Category A -** Children looked after and children who were previously looked after, including those children who have been in state care outside of England.
- Category B -** Siblings of pupils at the main school (Reception class to Year 6) at the time of admission.
- Category C -** Children of parents who regularly worship in a church, which belongs to one of the main Christian denominations, within the Broxbourne district of the Parish of Broxbourne with Wormley.
OR, with equal priority,
Children of parents who live within the Broxbourne district of the Parish of Broxbourne with Wormley and regularly worship in a church outside that district, which belongs to one of the main Christian denominations.
“Regularly worship” means that, at the closing date of applications, one or both of the child’s parents must have attended an act of public worship at the relevant church for one year immediately preceding the date of application and at least 15 times in that period*.
- Category D -** Not more than two places will be allocated to children of parents who regularly worship in a church belonging to one of the main Christian Denominations but do not live or worship in the area described in Category C.
“Regularly worship” means that, at the closing date of applications, one or both of the child’s parents must have attended an act of public worship at the relevant church for one year immediately preceding the date of application and at least 15 times in that period*.
- Category E -** Any other children.

**In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

BROXBOURNE CE PRIMARY SCHOOL
NOTES ON THE NURSERY OVERSUBSCRIPTION CRITERIA

Category A

Children looked after and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to child arrangements order¹ or a special guardianship order².

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Category A.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order, and the application would be prioritised under Category A.

Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children previously looked after outside England and subsequently adopted will be prioritised under Category A if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place...because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Category B

Siblings of pupils at the main School (Reception class to Year 6) at the time of admission.

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and, in every case, living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the school at the date of application (or have been offered and accepted a place) and be expected to be on roll at the date of the applicant child's admission.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The school will verify the sibling's address.

Multiple births

Broxbourne CE Primary School, as the admission authority, will admit over a school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at our school, it is recommended that you list our school in the same order of priority on each child's application form. Please note that the order of parental preferences will not be shared with the school.

Category C

Children of parents who regularly worship in a church, which belongs to one of the main Christian denominations, within the Broxbourne district of the Parish of Broxbourne with Wormley.

OR, with equal priority,

Children of parents who live within the Broxbourne district of the Parish of Broxbourne with Wormley and regularly worship in a church outside that district, which belongs to one of the main Christian denominations. "Regularly worship" means that, at the closing date of applications, one or both of the child's parents must have attended an act of public worship at the relevant church for one year immediately preceding the date of application and at least 15 times in that period*.

A map outlining the Broxbourne district of the Parish of Broxbourne with Wormley is on the school website** and a copy is available from the school office. The western edge of the boundary is the western edge of Wormley Woods.

**[Map on Website](#)

Broxbourne CE Primary School

Notes on the Nursery Oversubscription Criteria cont'd:

Category D

Not more than two places will be allocated to children of parents who regularly worship in a church belonging to one of the main Christian Denominations but do not live or worship in the area described in Category C. "Regularly worship" means that, at the closing date of applications, one or both of the child's parents must have attended an act of public worship at the relevant church for one year immediately preceding the date of application and at least 15 times in that period*.

Note For Category C & D

Parents must return the Application Form to the School signed by themselves and their clergy, to confirm this level of attendance. Applicants who have attended more than one church in the previous year (e.g. owing to relocation) will need to provide written evidence from the clergy of both or all the churches attended within the required period of attendance.

Christian church is defined as follows:

All churches which are members of one or more of the following bodies are included in this definition:

- Churches Together in England;
- The Evangelical Alliance;
- Affinity;
- Worldwide Anglican Communion;
- World Council of Churches;
- Churches that are in full communion with the See of Rome.

The Governors will also consider the definition to include other Trinitarian churches where the church in question has a published statement of faith that is Trinitarian in nature. For the purposes of this policy a Trinitarian church is one that believes that there is one God who is Father, Son and Holy Spirit. If the church in question has no published statement of faith, then alternative evidence of the church's Trinitarian character must be provided at the time of application.

It is the responsibility of the applicant to ensure that all the evidence required by Categories C and D of the Criteria is provided to the Governors' Admissions Committee before the application deadline, otherwise the application will be considered only based on the evidence provided by that date, which may mean your application being given lower priority.

**In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

Category E

Any other children

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FURTHER NOTES ON THE NURSERY OVERSUBSCRIPTION CRITERIA

Oversubscription

In the event of over-subscription, the Governors will offer places according to the Category order detailed above.

*If any category is **oversubscribed** the available places will be allocated to those children whose home address is closest to the school, using the Herts County Council 'straight line measuring home to school' distance rule using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. In the case of a block of flats the lowest number will be considered to be the shortest distance. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. If two addresses are identical distances from the school, priority will be decided by drawing lots, which will be supervised by an independent witness.*

Home Address

The address provided must be the child's current permanent address at the time of application.

- "At the time of application" means the closing date for applications.
- "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

It is for the school's Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Nursery applications should be made directly to the school, and these are processed by the Governors' Admission Committee on behalf of the Governor Body. Application forms must be accompanied by proof of address in the form of a utilities bill dated within the last 3 months. Following an initial investigation, addresses may be verified as necessary with the Hertfordshire Shared Anti-Fraud Service. If Herts County Council (HCC) on behalf of the school concludes that a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. HCC on behalf of the school will explain the decision-making process and the action that will be taken with the application.

If a child's permanent address is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

*If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

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Further Notes on the Nursery Oversubscription Criteria cont'd:

Over-Subscription cont'd:

Fraudulent applications

Broxbourne CE Primary School will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Hertfordshire Shared Anti-Fraud service for further investigation, as necessary.

Address evidence is requested in the form of an up-to-date utilities bill dated within the last 3 months, monitored, and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful.
 - The family has returned to an existing property.
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period.
 - Official/public records show an alternative address at the time of the application.
- When a child starts in our Nursery and their address is different from the address used at the time of application

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren), are permanently residing at the address given on the application form.

Address Visits

Where suspicions lie as to the validity of an address, HCC on behalf of the school may make unannounced visits to the applicant's claimed address, or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two HCC representatives.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact HCC on behalf of the school within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

NURSERY CONTINUING INTEREST LIST

1. After places in the Nursery class have been offered, Governors will maintain a Continuing Interest List (CIL). Governors will contact parents/carers if a vacancy becomes available, and it can be offered to their child.
2. The Continued Interest List is maintained by the Governors until the children reach Reception class age.
3. A child's position on a CI list will be determined by the oversubscription criteria outlined above and a child's place on the list can change as other children join or leave it. The CI list will be ranked at the time a vacancy becomes available.

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HOW TO APPLY FOR A NURSERY PLACE AT THE SCHOOL STARTING IN SEPTEMBER 2026

1. Complete the School's Application Form.

Parents/carers applying under Categories C or D based on church attendance are requested to complete the Application Form including their clergy signature and return it to the school office by the closing date for applications. If an Application Form does not include a clergy signature, the Governing Body will apply their admission arrangements using the information submitted only, which may result in the application being given a lower priority.

2. Return the School's Application Form and an original utilities bill dated within the last three months (for proof of address) to the school by 12th February 2026.

Please ensure this deadline is met.

3. The Governors' Admissions Committee will meet to consider all applications completed and received by the deadline. The Committee will follow the Governors' published criteria in the stated order of priority. Applications received late will be considered in accordance with the Governors' criteria, only after all on-time applications have been processed.

4. All applicants will be informed during the week beginning 2nd March 2026 whether or not a place has been offered and where appropriate requested to sign a form of acceptance.

5. Applicants must accept a place by Friday, 20th March 2026.

6. Parents have no right to Appeal for a Nursery place.

7. Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.

8. A place in the Nursery does not automatically entitle any child to a place in the Reception class. A separate application will need to be made the following year for a place in the Reception class.

HOW TO MAKE AN IN-YEAR APPLICATION TO NURSERY

1. In-year applications must be made direct to the school. All applicants must complete the Nursery's In-Year Application form and return this direct to the school, together with an original utilities bill dated within the last three months (for proof of address).

2. Applicants who wish their application to be considered under Categories C or D based on attendance at church should ensure their clergy completes their section before returning this direct to the school.

3. Whenever a place becomes available, it will be offered in accordance with the published oversubscription criteria as they apply at the time of the vacancy.

4. We will write to applicants with the outcome of their application. Parents do not have the right to Appeal for a place in the Nursery class.

5. The names of any unsuccessful applicants will be added to the Nursery's Continuing Interest list.