

Admissions Policy

Policy Consultation & Review

This policy is available through our website and paper copies can be obtained from the school office. When children join this school parents and carers are provided with a list of all available policies and documents, including this one.

This policy is reviewed on an annual basis, any material changes must be approved by the Full Governing Body and subject to Public Consultation which must be completed by 30th January of the year preceding the September First Admissions it determines.

Additionally, Public Consultation must occur at least every 7years.

Approved by:	Full Governing Body	Date: 9.11.17
Last reviewed on:	9.11.17	
Last public consultation:	15.12.17 – 26.1.18	
Next review due by:	1.11.18	

Introduction

This document describes the three ways in which pupils may be admitted to St Michael's C of E VA Nursery and Infant School (this School). They are:

1. [Nursery Admissions](#) – the normal admission procedure to our nursery class
2. [First/Reception Admissions](#) – the normal admission procedure to our reception class
3. [Casual/General Admissions](#) – the procedure for admissions during the school year, for instance when someone moves into the area.

In all three procedures we aim to:

- Give children and parents as much information as possible about St Michael's School and the education we provide
- Make each child's start to school a happy and successful one
- Begin a lasting partnership with parents.

As a VA school this School is its own admissions authority and the admissions policy of this School (this document) is determined by its Governing Body.

The admissions policy is issued to all families as part of the registration process and is also available on our website <http://www.stmichaelsaylsham.co.uk/our-school/policies/>

The following information and definitions apply throughout this document.

School and Nursery Registration

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date. We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Statements of Special Educational Needs/Education Health and Care Plans (EHCP)

Where a child's Statement of Special Educational Needs/EHCP names a specific school the school must admit the child regardless of whether the school has a place available. The over subscription rules for most schools include children with statements/EHCPs as the first priority to help parents understand that children with statements/EHCPs have the highest priority legally. For these schools the remaining list of rules is used to prioritise applications if the school is over subscribed. For details of our SEND/Inclusion Policy please see our website <http://www.stmichaelsaylsham.co.uk/our-school/special-educational-needs-and-disabilities/> or speak to Mrs McMahan on 01263 732260.

Children in Public Care and Looked After Children

In oversubscription rules "children in public care" and "looked after children" are defined as looked after children and previously looked after children. Previously looked after children are children who were looked after and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.

Distance

Distance will be measured on a straight line 'crow flies' basis using Ordnance Survey data. The measurement will be taken from the Post Office postcode address point on the child's home to the Post Office postcode address point on the school.

Siblings

In the oversubscription rules 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, stepsisters and children in foster care within a family unit. Only siblings attending school at the time of your child's proposed admission count for the purposes

of oversubscription rules. A child attending nursery or preschool attached to the school is not counted as sibling for the purposes of oversubscription rules.

Disability

Disability will be defined by reference to the definition used in the Equalities Act 2010.

Random Allocation

Where random allocation is used to determine the allocation of school, applicants will have their names drawn by lots to see who should be offered the place(s). There will be an independent scrutiny of the random allocation process.

Admission of children out of their normal age group

Any parent seeking a place for their child out of their chronological age group will need to apply in writing to the Admissions Team. The admissions authority for the school must consider the circumstances of each case and make a decision in the best interests of the child in line with the requirements of paragraph 2.17 to 2.17B of the School Admissions Code". Where the application is accepted the child will be considered alongside all other applicants and in the rules below will be treated as "due to start school". Where the application is refused the parent will be offered the right of appeal unless a place can be offered in another year group.

1) Nursery Admissions

In Norfolk, admissions to maintained nursery schools and nursery classes are not managed by the Local Authority. At St Michael's parents are invited to place their child's name on the waiting list held in the school office.

Children will generally be admitted into the nursery class at the beginning of the term following their third birthday, if a place is available. Please see table below showing when children will be able to access free entitlement.

Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, they may start mid-term.

Children who are 3 between:	Will have a free place from the following:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

All three and four-year-olds are currently entitled to 15 hours a week free early learning and childcare, for 38 weeks a year during term time. In our nursery, this is currently offered as:

All 5 mornings, Monday to Friday 9.00 to 12.00

All 5 afternoons, Monday to Friday 12.00 to 3.00

Two and a half days.

This can be all day Monday and Tuesday, 9.00-3.00 plus Wednesday morning, 9.00-12.00, or

Wednesday afternoon, 12.00-3.00 and all-day Thursday and Friday, 9.00-12.00.

If there is availability, we offer the additional half a day on a Wednesday which can be funded as part of the extended hour's entitlement or paid for at £10.65 per hour. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Parents are invited to look round the school before registering for a place.

Parents may register their child's name for a place at any time; however, this does not mean that a place has been offered.

Places are allocated by this School. If our nursery class is oversubscribed, we use the following criteria to prioritise places:

1. children with a statement of special educational needs or Education Health and Care Plan which names this School;
2. children in public care who are due to access three and four-year-old funding;
3. children who are due to access three and four-year old funding, who are living in the area served by this School and who have a brother or sister attending the school at the time of their admission;
4. children who are due to access three and four-year-old funding, who are living in the area served by this School;
5. children who are due to access three and four-year-old funding, living outside the area served by this School and who have a brother or sister attending the school at the time of their admission;
6. children who are due to access three and four-year-old funding, living outside the area served by this School.

If all children cannot be offered a place using the above criteria, the highest priority in each category will be given to the children living nearest the nursery. The address given on the application form will be used to decide the catchment school. The school will accept changes to the address up to the closing date.

Parents/Carers will be notified if their child has a place in our nursery by:

- The Friday of the 1st week of November for January admissions
- The Friday of the last week of February for April admissions
- The Friday of the 2nd week of May for September admissions

The parents of children who have not been successful in getting a Nursery place will receive written notification from the School.

Admission to the Nursery at this School does not constitute an admission to Reception at statutory age. Parents will have to apply separately via Norfolk County Council's School Admissions for a place for their child in the Reception Class.

Although a child's 15 hours free early learning and childcare sessions may be split between a playgroup and a nursery class, to maximise the use of the nursery class place the school may allocate the additional sessions not attended to another child. (This may mean that 15 hours will not be available later that academic year should parents wish to increase sessions later).

If a child attends the nursery class for more than 15 hours weekly, any additional hours at this School or at another pre-school will have to be funded by the parent.

If parents do not wish their child to attend nursery class for 15 hours weekly, they must tell the headteacher in order that the additional sessions may be allocated to another child. (This may mean that 5 sessions will not be available later that academic year should parents wish to increase sessions later).

Alternatively, parents may delay their child's admission into nursery class. (This may mean that a place will not be available later in the academic year if required)

Once admissions have been confirmed we welcome each child and their family and invite them to spend time with us in class prior to their child starting.

2) First/Reception Admissions (from September 2019)

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

Children with birth dates between 1st September and the end of August may start school full time at the beginning of the autumn term before their fifth birthday.

Our admissions policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted, but lets them delay the start date until later in the school year. The child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If a parent informs us that they wish to delay their child's entry the place will be held and will not be offered to another child.

To help us plan, parents are encouraged to register their child's name for a place at this School in the January of the year in which they are able to start school, however, as we participate in Norfolk's coordinated admissions scheme it is essential that parents make sure they have returned their application for a place for their child to the Local Authority before the deadline date specified by the Local Authority.

Parents are invited to look round the school prior to indicating their preference.

The planned admission number for this School is 20. If there are more applications for places than there are places available, this School will give preference to children living **nearest** the school, according to the following rules in this order of priority:

Children who are due to start school and

1. have a statement of special educational needs naming that school
2. are in public care or have been adopted
3. live in the area served by the school and who have a sibling attending the school at the time of their admission
4. have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability)
5. live in the area served by the school
6. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
7. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
8. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)
9. children of staff a) where a 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 and/or b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
10. live outside the area served by the school.

If, following the application of admission rules and distance, two applicants cannot be separated for a final place at a school this School will use random allocation to determine the priority for the remaining place.

Important notes:

"School" is defined as the main school and not the Nursery class attached to the school. This means that no priority would be given to a child who had either a brother or a sister at St Michael's Nursery Class.

The address given on the application form will be used to decide the catchment school. The Local Authority will accept changes to the address up to the closing date.

Letters offering places will be sent out by the Local Authority at the specified time. Where numbers exceed the places available, parents will receive notification from the Local Authority.

Once admissions have been confirmed we welcome each child and their family, and invite them to spend time with us in the summer term prior to the child starting school.

3) General/Casual Admissions

We have space for a maximum of 140 children in Main School and a further 52 in the Nursery.

Parents are asked to ring to make an appointment to see the Headteacher to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are invited to view the school website for details about school life, and are asked to complete a personal information sheet for their child prior to admission. Parents are provided with a welcome pack.

Children are usually admitted on a Monday morning, or on the first day of a new term.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

When the child starts school the School requests records from the previous school. The records are to arrive within 15 days of transfer.

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

Children who are due to start school and

1. have a statement of special educational needs naming that school
2. are in public care or have been adopted
3. live in the area served by the school and who have a sibling attending the school at the time of their admission
4. have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability)
5. live in the area served by the school
6. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
7. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
8. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)
9. children of staff a) where a 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 and/or b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
10. live outside the area served by the school

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight-line crow fly basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. If, following the application of admission rules and distance two applicants cannot be separated for a final place at a school the authority will use random allocation to determine the priority for the remaining place.