

## **West Earlham Infant and Nursery School**

### **Admission to School policy**

This policy sets out the admissions process for any child starting our school. The main element is when they begin in Reception. At the end of the policy we have provided information about process when children are admitted at different times of the year or for our Nursery.

1. First admissions in to Reception Class
  - a. At West Earlham Infant and Nursery School we offer all children the option of attending full time from the beginning of September. However, we provide an induction phase lasting three weeks to help children settle in to full time education. The school offers this because many children are not quite ready for a full day at school straightaway in September. We believe it is better to give time to settle and adapt to new surroundings, people, structure and routines. Those children who do find the full day difficult may be offered an extended period of part time education, if the child is having significant difficulty settling and parents wish to choose this option. They will also be offered occasional opportunities to stay for lunch in order to gradually build up their experiences with the aim of inducting them into full time education as quickly as possible.
  - b. In particular circumstances where children have specific needs, and at the discretion of the Headteacher, parents may request a more flexible approach.
2. Any parent accepting a place at our school is expected to read, sign and agree to the school Home School Agreement. School staff will support families who need help accessing this agreement by providing it in different languages or reading it with families.

#### 3. How do we manage children's induction to fulltime education?

At West Earlham Infant and Nursery School, we feel that children settle into school more quickly if they get to know the school environment and staff in small groups. How do we achieve this?

- a. Children will be given the opportunity to visit the school in the summer term prior to their admission.
- b. Staff, who will be with them in September, visit them in their setting or in our Nursery during the summer term before they begin school.
- c. During the first few days of September they come in groups of 10 either for a morning or afternoon session.
- d. During the first full week, children usually come for mornings only with staff carrying out personalised home visits during the afternoon. These home visits are normally for children who have not attended our own nursery or who have additional needs or who have come from another setting.
- e. During the second full week children will be introduced to staying for lunch.
- f. By the third full week we expect children to be attending full time unless families and school staff believe a longer induction period would be beneficial for the child.

Families reserve the right to a fulltime place from the beginning of term.

For Community Schools the Local Authority is the admission authority and the policy for First Admission to Infant Community schools is as follows:

#### 4. First admission to primary, first and infant schools

By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 must be offered a full time place from September 2018. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis during the academic year and no later than the beginning of the term after their fifth birthday.

#### 5. Can my child start school earlier?

Your child cannot start earlier than the policy allows.

6. Can my child start school later?

The law allows parents to ask for their child to be admitted but also allows them to delay the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the end of the summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. 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.

7. Oversubscription rules for first admission to community schools

- a. 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:
- b. Children who are due to start school and:
  1. have an Education Health and Care Plan (EHCP) naming that school;
  2. are in public care or have been adopted;
  3. live in the area served by the school and have a sibling attending the school at the time of their admission;
  4. live in the area served by the school and have a brother or sister attending the feeder junior school;
  5. have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability);
  6. live in the area served by the school;
  7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement Panel);
  8. live outside the area served by the school and have a brother or sister with a Statement of Special Educational Needs attending the school at the time of their admission;
  9. live outside the area served by the school and have a brother or sister attending the school at the time of their admission;
  10. live outside the area served by the school and have a brother or sister attending the feeder junior school;
  11. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)
  12. 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 which there is a demonstrable skill shortage
  13. 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.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

- c. You will need to decide which schools you prefer your child/children attend by filling in an application form available from the Local Authority online at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>. You can state up to three preferences and you can also complete a paper application. The Local Authority co-ordinates the process and applications must have been received by them by 15<sup>th</sup> January of the year of admission to the school.
- d. The Local Authority will tell you if your child has a place at your preferred school in a letter on the national offer day in April, or by email if you applied on-line.

- e. It is very helpful to us if you can contact the office (01603 451299) and let us know that you have applied for a place at our school. Is this a thing? No one does this.
- f. We welcome visits, by appointment, to our school prior to making your decision about which is the right school for your child .
- g. If you have any queries about the admissions process please contact Norfolk County Council Children's Services on 01603 222146.

#### 8. In Year Admissions

This is when families wish to transfer their child at a time other than the beginning of the year. These are also coordinated by Norfolk County Council, you will need to fill in an [In Year Primary Application Form](#)

Please contact them:

Admissions

Room 7

County Hall

Martineau Lane

Norwich

NR1 2DH

Telephone: 0344 800 8001

Fax: 01603 223722. Email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

#### 9. Admission for Nursery place

- a. We have a 104place Sessional Nursery Provision including sessional provision for 2- 3 year olds. As part of this provision we offer both funded and paying spaces for families. The attendance policy below relates to children who are entitled to Early Education Funding.
- b. The Early Education that is offered by our setting is in line with national parameters which are that
  - I. no session is longer than 10 hours
  - II. There is no minimum session length
  - III. The provision is not available before 6.00am or after 8.00pm
  - IV. a maximum of two sites in a single day can be attended
- c. Our Early Education is offered to families 39 weeks of the year. The funded hours can be claimed (up to the maximum available - 15hrs)
  - I. Mon – [8.40am-11.40am and 12.30pm-3.30pm]
  - II. Tues – [8.40am-11.40am and 12.30pm-3.30pm]
  - III. Wed – [8.40am-11.40am and 12.30pm-3.30pm]
  - IV. Thur – [8.40am-11.40am and 12.30pm-3.30pm]
  - V. Fri – [8.40am-11.40am and 12.30pm-3.30pm]

Wrap around care is not available within our setting.

- d. We will work with families to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for families' working hours.
- e. As part of the registration process, families 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 of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.
- f. Families are able to place their children on our waiting list from birth, and provision is offered based on date of birth and not time of entry to waiting list. In the event of being oversubscribed provision will be offered firstly to families within our school catchment area.
- g. In our school we place very strong emphasis on providing a nurturing and inclusive environment which is welcoming to all and that encourages children to enjoy their learning. We believe in ensuring all pupils succeed and provision is tailored to meet the varied needs of all pupils. We have a Special Educational Needs and Disability (SEND) Policy which further outlines the support we provide to children who are identified as having an additional need. This can be viewed on our website or a copy obtained by request from our school office. We recognise the families have the right to choose the correct setting for their child with a Special Educational Need.

- h. We identify children that may attract any additional funding such as Early Years Pupil Premium, Disability Access Fund DAF, SEND Inclusion Fund and any locally available funding streams with a view to submitting a claim/application to support and improve children's outcomes.
- i. Any parent accepting a place at our school is expected to read, sign and agree to the school Home School Agreement, which forms part of our contractual arrangements. School staff will support families who need help accessing this agreement by providing it in different languages or reading it with families.
- j. Prior to attendance at our setting we will conduct a home visit in order to support a smooth transition into our provision.
- k. This Admission Policy is issued to all families as part of the registration process. It is also available on our website or via request from our school office.

For further information on Admissions please contact the school office.

## **Approval**

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **July 2018**. The date of the next formal review will be **July 2019** and every year thereafter, unless statutory legislation changes.

Policy approved by the Full Governing Board of West Earlham Infant and Nursery School.