West Earlham Infant and Nursery School

Admission to School Policy

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 was reviewed and approved in ***June 2026.*** The date of the next formal review will be ***June 2027*** and every year thereafter, unless statutory legislation changes.

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

At West Earlham Infant and Nursery School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2022, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The 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.

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1. THE ADMISSIONS PROCESS

A. The Norfolk County Council as the Local Authority (LA) must collate and publish all the admission arrangements in the area in a single prospectus.

B. Parents apply to the LA for places at their preferred schools. They may express a preference for up to four schools. The online application, allows parents to provide their name, address and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria.

C. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

D. Name of school, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

E. Please note pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

2. **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 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 Head Teacher, parents may request a more flexible approach.

3. **HOW DO WE MANAGE CHILDREN'S INDUCTION TO FULL TIME 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 weeks of September Reception children will follow a build-up timetable provided to families prior to starting in the autumn term.

D. During this time staff carry out personalised home visits during the afternoon. These home visits are normally for children who have additional needs or who have come from another setting.

E. We expect children to be attending full time after the build-up timetable unless families and school staff believe a longer induction period would be beneficial for the child.

Families reserve the right to a full-time 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 1st September 2021 and 31st August 2022 must be offered a full-time place from September 2026. 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. Parental requests for summer born children to send them in September out of their normal age group - to reception rather than Y1, the term after their 5th birthday, is the responsibility of the Local Authority.

7. OVERSUBSCRIPTION RULES FOR FIRST ADMISSION TO COMMUNITY SCHOOLS

Children who have an Education, Health and Care plan which names the school must by law be offered a place at that school and the number of other children admitted will be reduced accordingly.

If there are more applications for places than there are places available, the Local Authority will give priority to children living nearest to the school, according to the following rules in this order of priority: (LA maintain a waiting list till 31st December)

1. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, 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)

2. Children living in the catchment area and who have a sibling attending the school at the time of their admission

3. Children living in the catchment area who have a brother or sister attending the feeder junior school

4. Children who have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability and the reasons for the request for a place at the preferred school are agreed with by the County Council)

5. Children living in the catchment area

6. Children eligible for the service premium. A pupil is eligible for the service premium if:

a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)

b) they have been registered as a 'service child' on a school census in the past 6 years

c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

d) One of their parents is in the armed forces of another nation and is stationed in England

7. Children living outside the catchment area who have a brother or sister with an Education, Health and Care Plan attending the school at the time of their admission

8. Children living outside the area served by the school who have a brother or sister attending the school at the time of their admission

9. Children living outside the catchment area who have a brother or sister attending the feeder junior school

10. Children who have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability and the reasons for the request for a place at the preferred school are agreed with by the County Council)

11. 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

12. Children living outside the catchment area 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. If, after following the application of admission rules, the distance between applicants cannot be separated for a final place, the authority will use random allocation to determine the priority for the remaining place. The random selection will be carried out by an Officer of the Council who is not involved with admission process.

A. The parent/carer will need to decide which schools they would prefer their child/children attend, by registering for an account online via Norfolk County council admission website. The Local Authority co-ordinates the process and applications must have been received by them by 15th January of the year of admission to the school.

B The Local Authority will tell the parent/carer if their child has a place at their preferred school in a letter on the national offer day in April, or by email if they applied on-line.

C. We welcome visits, by appointment, to our school prior to deciding about which is the right school for a child.

D. If parents/carers have any queries about the admissions process they should contact Norfolk County Council Children's Services on 0344 800 8020 or email admissions@norfolk.gov.uk More information can be found on Norfolk County Council website/School Admissions.

8. **IN YEAR Transfer**

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; they will need to fill in an in-year Application form online or request a paper application form from the Customer service team at Norfolk county council.

9. **ADMISSION FOR NURSERY PLACE**

A. We have a 130 place Sessional Nursery Provision including sessional provision for 2- 4 year olds for 38 weeks. 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. Families are asked to provide the eligibility code for two-year-old funding (NEO code) or an HMRC extended funding code. A funded 30 hour working code will also be required.

C. A child will be entitled to the additional funded hours with a current valid eligibility code from HMRC. (eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term) This will not affect their access to the universal 15 hours entitlement. You must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this). If you are no longer eligible for the extended funding you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility. We will inform you of the end of your grace period date. This is when the funding for the extended hours will end. We will make arrangements with you regarding ending or you making alternative payments for your extended hours.

D. 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 8.35am or after 3.30pm

E. Our Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (up to the maximum available – 30 hrs)

I. Mon – [8.35am-11.35am and 12.30pm-3.30pm]

II. Tues – [8.35am-11.35am and 12.30pm-3.30pm]

III. Wed – [8.35am-11.35am and 12.30pm-3.30pm]

IV. Thurs – [8.35am-11.35am and 12.30pm-3.30pm]

V. Fri – [8.35am-11.35m and 12.30pm-3.30pm]

VI. Lunchtime sessions are automatically available for 30-hour placements and a hot lunch will be available at an additional cost

Wrap around care is not available within our setting.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. Prior to attendance at our setting we will conduct a home visit in order to support a smooth transition into our provision.

L. This Admission Policy is available on our website or via request from our school office.

M. Notice Period four weeks.

N. Parent/Career must complete funding forms every term and complete the parent declaration form for early education funded places.

For further information on Admissions please contact the school office.