

Admissions Policy 2021 / 2022



LOWER SCHOOL

Where Learning Starts

Reviewed	January 2020
Policy Status	Statutory
Review Period	Annually
Person Responsible	Head Teacher

Aims

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available.

Admission to Westoning Nursery

At Westoning Nursery it is our intention to make the settings accessible to all children and families from the community of Westoning and the surrounding areas. In order to achieve this aim, we:

- Ensure that the existence of the setting is widely advertised in places accessible to all sections of the community.
- Ensure that information about our setting is accessible - in written and spoken form - and, where appropriate, in different languages.
- Give priority to children who receive Nursery Education Funding (NEF) and allocate their full entitlement before places are offered to younger children
- Welcome fathers and mothers, other relations and other carers, including childminders in all our activities.
- Are fully inclusive and welcome families from all ethnic, religious, and social backgrounds.
- Aim to ensure that children with any disabilities are able to access all areas of the nursery session through individual planning and parental liaison.
- Make all our policies widely known and available to all.
- Are flexible about attendance patterns to accommodate the needs of individual children and families.

Criteria for Nursery Admissions

1. Looked After children or children that were previously Looked After.
2. 2 year olds who receive nursery education funding (NEF)
3. 3 year olds in Westoning Catchment
4. 2 year olds in Westoning Catchment
5. 3 year olds outside of Westoning Catchment
6. 2 year olds outside of Westoning Catchment

Applications can be made at any time, application forms will be held in the School Office until the child is eligible to start (when the child is around 2 years 9 months of age). On acceptance of a place parents are required to complete a set of admissions forms.

Please note that successful application for admission to Westoning Nursery does not guarantee children a place in Main School. Parents must re-apply for a place in the Reception class, see below.

Admissions Procedure for Main School

All children will attend school on a full time basis in the September of the academic year in which they become 5, unless parents request a part time place or delayed admission until their child reaches statutory school age.

Delayed admission for summer born children

Parents / carers have the right to request their summer born child's admission to Reception Year is in the September following their fifth birthday, however parents / carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the Governing Board in consultation with the Head teacher.

Parents / carers need to make their request in writing, separately from the CAF, directly to the Head teacher and Governing Board of the school. The request should include the parent / carer reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date.

The Governing Board, along with the Head teacher, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the decision will be communicated by the Governing Board to the parent(s) / carer(s) in writing and will include the reasons for the decision.

If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

**A summer born child is one born between 1 April to 31 August.*

The Local Authority's School Admission Service coordinates arrangements for admission to all Lower Schools. Applications for admission in September 2021 should be made in accordance with the Local Authority's co-ordinated scheme. The timescales for the application process are set out in the Starting School Booklet, available with the application form from the school or Local Authority.

Admissions Policy

The Governors of Westoning Lower School will admit the admissions number of 30 to the Reception Class each academic year. If there are more applications than places available, the Governors will allocate places in the following order of priority:

1. To all 'looked after' children or children who were previously 'looked after' (see definitions).
2. Pupils living in the catchment area with siblings at the school (see definition).
3. To other pupils living in the catchment area.
4. On 'very exceptional' medical grounds (see definition).
5. Other siblings (see definition).
6. To any other children.

If a place is not offered, parents have a legal right to appeal, to an independent appeal panel, against the Governors' decision.

Children who have not been accepted for a place at the school will be placed on a waiting list in line with the admissions criteria until the end of the Autumn Term 2020.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of places available, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system with, those living closer to the school receiving the higher priority. (The Local Authority will measure the distance from the address point of the pupil's home to the front gate of the school.) The Governors will not give priority within each criterion to children who meet other criteria.
2. A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the normal admission number at the school. In this case, the Local Authority will offer a place at the nearest school or academy to the pupil's home address which caters for pupils of the same age and has places available.
3. Pupils who have an Education Health Care Plan are required to be admitted to the school which is named on the Education Health Care Plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions

1. 'Looked after' children

A 'looked after' child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

3. Home Address

A pupil's home address will be regarded as the address of the parents or carers with parental responsibility with whom the child normally lives.

This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is a query on the home address this will be checked against original official documentation eg. Council Tax bill, a recent utility bill (gas, electricity or water), a rental agreement, Child Benefit annual statement or family tax credit information / universal credit.

4. 'Very exceptional' medical grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister, or other relative / child minder.

In Year Admissions

For in-year applications (i.e. outside the normal admissions round) parents/carers should apply to the school. There is no requirement for the Local Authority to coordinate in-year admissions, but they must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.