



## Alderman Pounder Infant and Nursery School

### Policy for Admissions

**This policy incorporates the following former policies:**

- School Admissions
- Nursery Admissions

**Document Owner:** Head Teacher

**Issue Date:** Spring 2017

**Version:** 1.5

**Review frequency:** Annual

#### REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Summer 2013	Summer 2014	Policy incorporated (Julie Hemsley)
1.1	Autumn 2013	Summer 2014	Agreed at C&P committee meeting 26.09.13
1.2	Summer 2014	Summer 2015	Agreed at C&P committee meeting 23.06.14
1.3	Summer 2015	Summer 2016	Agreed at C&P 08.06.15
1.4	Autumn 2016	Autumn 2017	Agreed at C&P 03.10.16 Nursery changes in relation to seedlings, and in-line with NCC Admissions to schools 'Guide for Parents 2017-18'
1.5	Spring 2017	Autumn 2017	Updated in light of changes to NCC Admissions

## **School Admission Arrangements**

Admission to our school, including deferred admissions and the appeals process, is controlled by Nottinghamshire County Council School Admissions. All of the relevant information, including school catchment area, important key dates, and the electronic application form can be found online at [www.nottinghamshire.gov.uk/school admissions](http://www.nottinghamshire.gov.uk/school%20admissions), or by telephone on 0300 500 8080.

We recommend that children start the infant school in the September before their 5<sup>th</sup> birthday. If a parent wishes to defer their child's start date until the term that they reach statutory school age, requests should be made directly to the Head Teacher.

Parents will be informed of the actual starting date the term prior to entry.

### **Summer Born Children**

Parents of children born between 1 April and 31 August may choose not to send their child to school until the September following the child's fifth birthday, and either start in reception year, or miss reception year completely and start in year 1. We would strongly advise that parents discuss any concerns of this nature with the Head Teacher. All requests should then be made directly with the local authority.

### **Admission Criteria**

In the event of over-subscription, in all but the first criterion, preference will be given to the children who live nearest to the school as the crow flies.

The following criteria will be applied, in priority order, to determine which applications will be granted once places have been allocated to the pupils who have either an education, health and care plan or a statement of special educational needs which names the school:-

1. Children who are looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area

### **Please note:**

Nottinghamshire's arrangement changed with effect from September 2016. For children living out of catchment, having a brother or sister attending the school does not give an application any priority within the oversubscription criteria. However, following the Office of the Schools Adjudicator (OSA) decision on 31

January 2017, the priority for 'out of catchment' siblings in the 2018 – 2019 arrangements will be reintroduced.

### **Special Consideration**

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented before the closing date.

The appropriate designated officer will consider each case and determine the allocation of any such place on the basis of written evidence.

Admission under special circumstances will have priority over all but the first numbered criterion.

### **Admissions to Year Groups Other than the Intake Year**

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

### **Nursery Admission Arrangements**

Admission to our nursery is controlled by the school. In the event of over-subscription the school will follow the county council admission criteria as set out for the school admission arrangements.

Children are offered places in the nursery from the waiting list as spaces become available from the term after their 3<sup>rd</sup> birthday or from the term during their 3<sup>rd</sup> birthday if they have a letter of eligibility. If children do not have a letter of eligibility, parents can elect to pay for nursery sessions during the term of their 3<sup>rd</sup> birthday.

### **Nursery Admission Information**

Our nursery, which is for school term-time only, is divided into different sessions, some of which you will be entitled to claim as their 15 hours early years entitlement, funded by the government, and some of which you will need to pay for as additional sessions.

Parents select a minimum of 5 sessions per week, from either session 1 or session 2 which are classed as our learning sessions. The school will claim the full 15 hours early years entitlement from the government.

The maximum number of places available in a learning session is 26.

Session		Activity	Cost*
7.30am - 8.45am	1 hour 15 mins	<b>Breakfast Club</b>	£5.00
8.45am - 11.45am	3 hours	<b>Learning Session 1</b> (Can be used against the 15 hours government funding)	£12.00
11.45am - 12.30pm	45 mins	<b>Lunch</b> This includes a hot dinner provided by the school kitchen team	£5.00
12.30pm - 3.30pm	3 hours	<b>Learning Session 2</b> (Can be used against the 15 hours government funding)	£12.00
3.30pm – 5.45pm* *4.45pm on a Friday	2 hours 15 mins	<b>Afterschool Club</b>	£9.00

\*Prices as of September 2016 and is subject to change. The prices will be reviewed on an annual basis.

### Changes to Agreed Sessions

Subject to adequate staffing arrangements, changes to agreed sessions can be made if put in writing with a minimum of 4 weeks' notice.

### Registration

Parents seeking admission should contact the school to register their child. Visits to look round the school can be arranged by telephoning the Business Manager on 0115 9252928.

Parents may register their child at any time. Parents will be notified early in the term prior to the expected starting date as to whether their child has been offered a place in the nursery. They will need to confirm acceptance of the place within 7 days of receiving the letter.

### Induction Programme

#### Home visit

We like to visit all children at home before they start. We feel that children settle more quickly following home visits, giving them the chance to meet their teacher in the security of their own home. There is also the opportunity for an informal chat about anything parents feel may affect their child at nursery.