

SHILLINGTON LOWER SCHOOL

ADMISSIONS POLICY FOR PIXIE CLASS

Rationale

Shillington Pixie Class caters for children between the ages of 2 and 4 years old. It is part of Shillington Lower School and shares the school's values.

Aim

Our aim is to provide a happy, safe and stimulating environment, which enables all children to be able to learn extensively through high quality play.

Parents and carers should be aware that attendance at Shillington Pixie Class does not automatically guarantee admission into Shillington Lower School. There is a separate admissions process to apply to enter the reception class (Rainbows) and full information can be found on the Central Bedfordshire Council Admissions site.

The School Admissions Service can be contacted on 0300 300 8037, <http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>.

The policy is:

- The governors will admit up to 16 children (12 if any child is aged 2 due to different adult:child ratios required) per session into Pixie Class and will review this number periodically, with a maximum of 4 x 2 year olds per session.
- Parents wishing their child to attend Shillington Pixie Class need to register with the school office. An application form needs to be completed and a parent's National Insurance number, child's birth certificate and proof of address are required to register the child. It will then be acknowledged that they have registered an interest - it is NOT an acceptance of a place in the pre-school.
- Children are admitted three times a year at the beginning of each term. Places may be offered at other times if they are available. Parents/carers will be required to pay for the hours requested unless funding has already been applied for at the beginning of term.
- Priority will be given to those who want at least 15 hours per week.
- Sessions attended over and above the funded hours will be charged for and must be paid by the published date.
- Sessions are not inter-changeable. A half term's notice must be given of any cancellation or changes to requirements.
- The Governing Board determines and reviews the scale of charges at least annually.
- In-term entries into Pixie Class will be allocated on availability of spaces.
- If applicable, parents must complete funding forms each term.

Waiting List Criteria

In the event of more applications than available places the governors will maintain a waiting list. If a place becomes available in Pixie Class, it will be offered according to the following criteria:

1. Children of staff at Shillington Lower School or Pixie Class.
2. Children wanting at least 15 hours per week.
3. Children who have siblings already attending Shillington Lower School or Pixie Class.
4. Children living in the Shillington Lower School catchment area.
5. Any other children.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, with those living closer to the school receiving the higher priority.

Appeals

There is no statutory right of appeal against the decision with regard to admission to a pre-school class. Parents wishing to object to a decision concerning their application should put their concerns in writing to Headteacher.

Definitions

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.

Home Address

A pupil's home address will be regarded as the address of the parent/carer 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 any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Shillington Lower School Catchment Area

The catchment area is Shillington, Higham Gobion and Pegsdon (except Tyne Hill Bungalow and Farm), Old Mill Lane, Baytree and Millstream (Shillington Rd) Gravenhurst, Windmill Farm (Shillington Rd) Meppershall.

IT SHOULD BE NOTED THAT A PLACE IN SHILLINGTON PIXIE CLASS DOES NOT AUTOMATICALLY GUARANTEE A PLACE AT SHILLINGTON LOWER SCHOOL.

References

<http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>