



ADMISSIONS POLICY

Introduction

The governing body of Market Weighton Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals code of Practice.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school.

How parents can apply for their child to be admitted to our school

As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA. This can be accessed on the East Riding of Yorkshire Council website at <http://www.eastriding.gov.uk/cfas/inclusion-services/inclusion--access/admissions/> or by ringing School Admissions on 01482 392130/ 392131.

The LEA's Admissions Arrangements document (as accessed above) gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications are made directly through the School Admissions Team, County Hall, Beverley, HU17 9BA. Parents can apply online. They should be completed by the date stipulated on the forms. The LEA notifies parents about the school place as soon as all the applications have been considered. If a child is currently at another school, parents need to make an application through the School Admissions Team by filling in an In Year Application Form. Both forms are available on-line at the above website address.

Children can enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who

would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the given date which is usually mid January.

School Admission Appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An Independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999).

The School Admissions Number

The standard number is the number of children the school can accommodate. The standard number for our school is 76. We keep this number under review and the governors will apply to change the number if circumstances allow.

In the case of over-subscription we will follow the LEA's policy as outlined in the LEA's Admission's Arrangements document p.20-22 found at <http://www.eastriding.gov.uk/cfas/inclusion-services/inclusion--access/admissions/>.

Infant Class Size

We teach infant children (aged five to seven) in classes that have a maximum number of thirty children.

How parents can apply for a child to be admitted to our Nursery

Application for places will be administered in accordance with East Riding of Yorkshire Council's policy on nursery admissions found at <http://www.eastriding.gov.uk/cfas/inclusion-services/inclusion--access/admissions/>.

The school itself organises the Nursery admissions. Applications should be made directly through the school by leaving your details at the school office.

Children are admitted in the Autumn Term following the child's third birthday. An earlier start date will be considered in exceptional circumstances and usually only with the support of a suitably qualified person such as a social worker or GP. Children with Special Educational Needs will be considered for early entry with the support of the Special Educational Needs Service or Portage Service.

Take up of Nursery Entitlement

All parents are entitled to access up to 15 hours a week of free early learning for their child (Universal Hours). They can access as few, or as many, hours as they wish up to a maximum of 15. They do not have to access all 15 hours. ***The school encourages parents to take up as many sessions as possible to best support their child's learning.***

The school cannot refuse to access a place on the basis that a parent does not wish to take up all 15 hours. Once a place has been offered, the school cannot withdraw that place if a parent does not wish to take up their full entitlement.

30 Hours entitlement

Some working parents (depending on their working arrangements) can claim a **further** 15 hours of free childcare (Extended Hours). For more information see www.childcarechoices.gov.uk. Parents will be given an eligibility code from HMRC for these extended hours which they must pass on to the setting. In addition, it is important to verify details when instructed by HMRC throughout the year, or these sessions will become payable.

Attendance at more than one Nursery setting

Parents may choose to access their entitlement at more than one setting but children must not attend more than two different settings in one day. The school cannot refuse to offer a place or withdraw a place on the basis that a parent wishes to access a place at more than one provider. Where a child receives their 15 hours entitlement at two settings, each provider will receive funding on a pro-rata basis.

Nursery Duration

Once admitted to nursery, children may stay until they transfer to the Reception class. The transfer may take place in the September of the academic year in which the child reaches 5 years of age, or may be delayed if a parent wishes. Children must transfer to Reception or Year 1 once they reach statutory school age (the term after their 5th birthday).

Nursery Admission Limit

The number of children the school admits is determined by physical space available and the staff to children ratio. The maximum number the school admits at each session is 26.

Nursery Infilling

Where parents do not take up their full entitlement of 15 hours, the school may infill. However, numbers must not go beyond the 26 in each session. We may not be able to offer the full 15 hours to parents whose children are being offered places by infilling.

Nursery SEN

Children with Special Needs must be treated no less favourably in the allocation of places. Support and advice is available to schools to ensure that children with Special Needs have access to their entitlement.

Nursery Allocation of Places

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the over-subscription criteria.

Nursery Criteria to be used in the Event of Over-Subscription

If, at the application deadline, there are more applications than there are places, then places will be offered in accordance with the following criteria until the Nursery is full.

1. Looked after children in care of the local authority or with identified special educational needs or who are supported by the local authority.

2. Children who live in the school catchment area. Children are normally deemed to be resident with their parents, or those with parental responsibility and evidence may be required to confirm home address.
3. Children will be ranked according to age and places offered to the oldest children.

Applications for a place part way through a term will be considered by the Headteacher. If a place is available, the place will be offered. If a place is not available, the child will be placed on the waiting list.

Nursery Waiting Lists

When the provision is full, a waiting list will be established in the over-subscription priority order. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance to the priority order 1 to 3 above.

Notice

If parents wish to alter their child's arrangements mid-year, a full half term's notice must be given to any settings involved.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.