

RADSTOCK PRIMARY SCHOOL



Admission Policy and Procedures 2019-2020

FOUNDATION 1 (NURSERY)

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Radstock Foundation 1 Nursery Class

1. Admissions Policy 2019-2020

1. Radstock Primary School currently process admission applications for Foundation 1 (nursery class). All three and four year olds are entitled to 15 hours free Early Years education per week for 38 weeks of the year during term time.

2. Some parents may be entitled to 30 hour funding.

If a child is born between:	They are eligible for a free part-time place in the term following their third birthday:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

3. The minimum age for admission to funded places is 3. Priority will be given to children who are 3 years old and places will be allocated in date of birth order. Children are admitted the term after their 3rd birthday.
4. Rising 3 places, for children who will be 3 in the term following the school's admission dates, will be offered when there are places available. These places are chargeable at the rate of £15 per 3 hour session.
5. We recommend that parents make an appointment to visit the school to meet the Headteacher and view the provision.

6. Registration:

- a. Parents should register their child in the term following their child's second birthday.
- b. An admission form must be completed and returned to the school, along with a birth certificate shown and noted by the School's Admissions Officer.
- c. Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill.
Parents may also be required to provide child benefit payment arrangements or medical card.
When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts.
Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.
Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 6pm to Friday, including nights) with a parent.
- d. **Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting; the offer of a place may be withdrawn if false or misleading information is given.**
- e. Registration of an application is made in the school office and **not** in the Foundation class.

7. Notification of places

All parents will be notified one term prior to their child beginning the Foundation Class, unless a place becomes available at short notice. This allows parents to give a term's notice for other providers where appropriate.

Places allocated will be offered in accordance with the published admissions criteria (see below). Parents should ensure that they read the Admissions Policy and complete the standard application form for admission.

8. Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body.

9. Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places at Radstock Primary School's Foundation 1 Nursery Class:

A Priority will be given to relevant looked after children and that a "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a setting is made, and who the local authority has confirmed will still be looked after at the time when admitted to the setting"

B Children known by the Local Authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
C Children whose permanent home address is in the designated area for the linked school and who have a sibling or step sibling or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at Radstock Primary School when the applicant will enter the setting

D Children whose permanent home address is in the designated area for Radstock Primary School.

E Children whose permanent address is not in the designated area for Radstock Primary School, who have a sibling or step sibling or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will either be at Radstock Primary School when the applicant will enter the setting
F Any other reason for admission.

10. Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Radstock Primary School in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked school.

11. Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of FS1.

12. Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

13. Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

14. Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family, places will be offered even if this will result in the setting going above the admission number.

15. Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the setting **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written warning and failure to

respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

16. Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place by up to one term will not prejudice the application. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.

17. Children are accepted into the Foundation Class on a part-time basis only; either for 5 morning sessions or 5 afternoon sessions, unless they are in receipt of 30 hour funding, in which case they have 10 sessions and have the opportunity to procure paid lunch care. Each session will be of three hours duration.

The times are as follows:

Morning	08.45 - 11.45am
Afternoon	12.45 - 3.45pm

Once a session has been allocated and accepted, it will not be possible to change that session.

18. Where there are a large number of children due to start school at the same time, the school may phase their start dates over no more than two weeks to enable a smooth transition in to school.
19. If a child has started in the Foundation 1 Class and the family move, that child's place will remain secure, providing the family accepts full responsibility for bringing and collecting the child at the appropriate times.
20. Regular attendance will be expected as Radstock Primary School sets high standards for attendance and believes good patterns set in Foundation 1 will help the child when they are of statutory school age. If a child is frequently absent without good reason, or for long periods of time, the Governors reserve the right to withdraw the child's place.
21. Admission to the Foundation Class does not guarantee automatic admission to Radstock Primary School. A separate admission form must be filled in and returned to the Wokingham Borough Council Admissions Department, in accordance with the local authority's coordinated admissions scheme.
22. While these details are correct at the time of printing, please be aware that the Governors reserve the right to amend details without prior notice being given.

Reviewed June 2018