

## **INTRODUCTION**

This policy sets out the arrangements to be followed for part-time admissions to the school's Early Years' nursery; reception year and in-year transfers to any cohort in school. Admission to full-time schooling is managed by this policy for statutory aged pupils, which has been set within Local Authority guidelines as Ash Green is a community school. We adhere to the Statutory Framework for Early Years which set out the standards for safeguarding, learning, development and care for children from birth to five.

## **EARLY YEARS: NURSERY**

This policy covers the following:

- Entitlement to an early education place
- Admission dates
- Process for allocating early education places.
- The purpose of a school's designated capacity
- Funding for admissions; charging for additional services.
- Compliance with the Statutory Framework Early Years

All children are entitled to a free early education place the term following their 3<sup>rd</sup> birthday and Local Authority policy is that they transfer to full-time schooling during the academic year of their 5<sup>th</sup> birthday:

<b>Term in which 3<sup>rd</sup> and 4<sup>th</sup> birthday falls</b>	<b>Dates of birth</b>	<b>Term of Part-time admission</b>
<b>Spring</b>	<b>1<sup>st</sup> January – 31<sup>st</sup> March</b>	<b>Summer</b>
<b>Summer</b>	<b>1<sup>st</sup> April – 31<sup>st</sup> August</b>	<b>Autumn</b>
<b>Autumn</b>	<b>1<sup>st</sup> September – 31<sup>st</sup> December</b>	<b>Spring</b>

Parents may choose to access their early education place with an accredited day nursery, pre-school, independent school or child minder. The focus of this decision should be meeting the needs of the individual child.

Ash Green is a school with registered early years' provision on site. We therefore admit children from the term following their 3<sup>rd</sup> birthday until they reach full-time school age to Early Years where both part-time and full-time children may be based together. We also offer wraparound care, charged beyond the free entitlement. This is detailed in a separate Early Years Charging Policy so that parents are informed of any charges before they are incurred.

## **Admissions Procedure**

Children born in April must be admitted in the following September and not after Easter regardless of when Easter falls (often in April).

The school is responsible for managing the process of offering early education places on a part-time basis. Parents must therefore contact the school directly when applying for an early education place. We then allocate places in accordance with this policy.

There is an application form for early education places, which all parents must complete and sign. The Local Authority may request copies of these for audit purposes,

We set and publicise a date each term when admissions for the following term will be allocated. Parents are then notified in writing when an early education place will be available. Parents are subsequently requested to confirm that they accept the offer of a place and a home visit will be arranged. Following notification that a place is available, a child is expected to take up the place within 2 weeks of the start of term. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the head teacher then the offer of a place can be removed. No funding will be provided until a place is taken up.

We are required to record evidence in order to verify a child's date of birth and identity. Examples are: a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident (by providing evidence of benefit payments). Parents are then asked to sign the application form stating all the information provided is correct and that they are aware all information given is audited regularly.

The home address for each child is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child, and is assumed to be the address where the child spends the majority of the time, even if he or she lives at a different address for some part of the week.

We are also required to record details of a parent/carer's surname; date of birth and National Insurance or NASS (National Asylum Support Service) number in order for the Local Authority to be able to check for a child's eligibility for Early Years Pupil Premium (EYPP).

If a child is refused an early education place then the parent/carer may appeal to a committee of governors. Governors must adhere to the Early Years Foundation Stage Statutory Framework and they cannot admit children over their designated capacity. Therefore, the only grounds for upholding an appeal are where a parent demonstrates that an error has been made by the school when processing an application that may have resulted in a place being offered to another child.

### **Early Education Admissions (Oversubscription) Criteria**

Where we receive more applications than places available then children are admitted in the following order:

- 1 Children under statutory assessment of their Education, Health and Care Needs or with an Education, Health and Care Plan (which names Ash Green);
- 2 Children in Public Care (Children who are Looked After), including those who have been adopted or who are subject to a residence order, a special guardianship order; or a child arrangements order.
- 3 Children who have a sibling attending the school at the time of admission (Siblings are defined as children with brothers or sisters including half/step-brothers or sisters permanently resident in the same household, in attendance at the same school or a school on the same site, on the date of admission);
- 4 Other Children

If there is over subscription in any category, then children will be admitted in the order of proximity of the pupil's permanent home to school. Distance should be calculated using a straight line measurement from the pupil's home to the closest **designated** school gate. Distances should be calculated using the Local Authority's GIS (Geographical Information System). No other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be made.

We ensure that parents understand that it is their own responsibility to inform school immediately of any change of circumstances that may affect their application (for example, a change of address.)

We make clear to parents the closing date for applications for nursery places and how late applications will be dealt with.

A parent is not expected to purchase additional services, for example wrap around care, in order to gain a place at the school.

Where required, the Local Authority will provide support to a school in applying the part-time admissions criteria.

### **Nursery Capacity**

Our nursery capacity is agreed by the Local Authority and meets the welfare requirements of the Statutory Framework for the Early Years Foundation Stage 2014 and subsequent revisions. This capacity is based on available space, facilities, staff ratios and staff qualifications. Statutory guidance relating to making organisation changes to maintained schools is available at <https://www.gov.uk/government/publications/school-organisation-maintained-schools>

### **Funding for Early Education Places**

Funding for children to access their free nursery entitlement (prior to reaching statutory school age) is based on the factors and criteria set out in the Calderdale Single Funding Formula. This is reviewed on an annual basis prior to April of each year.

### **Charging for Additional Services**

We provide parents/carers with clear written information about any charges for optional additional services and obtain signed permission, for example for trips.

### **Transition from Home to School**

Once a place has been accepted the parents and child are invited to look round Early Years and meet the child's prospective key worker. Contracts and other relevant information are signed at this point. Home visits are also arranged for prospective families to share information around the child's knowledge, skills and understanding. Further information is detailed in the school's Transition Policy.

### **EARLY YEARS: RECEPTION**

Attendance at nursery does not guarantee an automatic place in reception class and parents of nursery children are requested to sign a statement to confirm their understanding of this.

1. The policy of Calderdale is to admit children to Reception class (part of the EY) at the beginning of the school year in which they attain the age of five. This ensures that all children can have a minimum of three full years of education in EY and infant stages.
2. The LA is responsible for admissions to Ash Green Primary School as we are a community primary school.
3. Parents should complete the common application form by the named date in January of the year in which they are seeking admission but there is no advantage given to any parent on the grounds that they made application for admission to our school at an earlier date than other parents.
4. The LA makes offers of places on **16 April** (or the first working day after if 16 April falls within a weekend) which is the national offer day.
5. The LA will admit all applicants unless they number more than the intended admission number of 60, in which case the LA will decide which pupils can be admitted according to the following criteria:

## Priority for Admission

1. Children under statutory assessment of their Education, Health and Care Needs or with an Education, Health and Care Plan (which names Ash Green);
2. Children in Public Care (Children who are Looked After), including those who have been adopted or who are subject to a residence order, a special guardianship order; or a child arrangements order.
3. Children who have a sibling attending the school at the time of admission (Siblings are defined as children with brothers or sisters including half/step-brothers or sisters permanently resident in the same household, in attendance at the same school or a school on the same site, on the date of admission);
4. Other Children

If there is over subscription in any category, then children will be admitted in the order of proximity of the pupil's permanent home to school. Distance should be calculated using a straight line measurement from the pupil's home to the closest **designated** school gate. Distances should be calculated using the Local Authority's GIS (Geographical Information System). No other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be made

Pupils living outside the Local Authority area (but nearer to the school than some pupils within the priority area and for whom travel to an alternative school would be difficult) shall be admitted on an equal basis to Calderdale pupils, i.e. on the basis of nearness to the school.

## YEARS 1– 6

As the child will already have attended a school in Reception year of EY, admission to classes in Year 1 to Year 6 is known as an "in-year" transfer. Schools do not encourage transfers between schools for reasons other than a house move. This is because evidence strongly indicates that such moves are not in the best interests of the pupils because learning is disrupted and academic progress is impeded. In turn, this has a negative impact on pupils' attainment.

If a parent, having considered carefully the effects that such a transfer would mean, still wishes to request a transfer to a Calderdale primary school, they should complete an 'in-year' admission application form available from the LA website with supplementary guidance (see appendix). If less places are available than the number of requests, the admission criteria will be applied in the priority order identified above.

Such applications are then considered at the Behaviour Attendance Collaborative (BAC) Panel made up of head teachers and attendance officers from the North Halifax Cluster of Primary Schools, supported by professionals from Education Welfare and Housing. Information from the pupil's current school and a report from Education Welfare are taken into account. Parents and carers are informed of the outcome of the request in writing by the Local Authority. If successful, schools then contact parents to arrange induction and start dates.

Movement between schools (always discussed at a BAC Panel) may also be considered at the recommendation of head teachers if a child is experiencing significant difficulty managing relationships with other pupils and/or staff which is, in turn, having a detrimental effect on their own learning and that of other pupils in the school. When agreed by the parents, receiving and 'home' school, this is known as a *managed move*.

In the event that we are not advised that a child has moved schools, we take all reasonable steps to ascertain the child's new school via the Education Welfare Service and, where appropriate, social services and/or the police.