

Greenvale Primary School



ADMISSIONS POLICY – FOUNDATION STAGE

Policy Date	October 2021
Signed by Head Teacher	Mrs A Allnutt
Review Date	October 2023

Approved by Governing Body		
	J.Reid	Oct 2021
Chair of Governors	Print Name	Date



Greenvale Primary School

Foundation Stage Admissions Policy

Policy Owner – Mrs Amanda Allnutt, Head Teacher

Policy Date – October 2021

Review Date – October 2023

Section 1 - Monitoring:

- 1.1 The Head Teacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- 1.2 The policy will be reviewed bi-annually to ensure its effective application.

Section 2 - Age of Admission

- 2.1 Children will not be admitted before the age of three years. Admission will be at the beginning of each term immediately after the child's 3rd birthday.
- 2.2 Children of families newly moving to the area, who are aged over 3 years, but below the age of Primary admission, may be admitted immediately or when there is an available space.
- 2.3 Admission should allow for an appropriate settling in process and proper transition from any setting previously attended.

Section 3 - Application Process

- 3.1 Parents/Carers requiring a place for their child should complete the School's application form; these are available on request.
- 3.2 Applications for all eligible children (i.e. of the eligible age) will be considered at this time.
- 3.3 Where children are admitted at the beginning of each term after their 3rd birthday, applications will also be accepted for children who will reach their 3rd birthday during the summer holidays during term 5 and 6.
- 3.4 If there are more applications than available places, the published oversubscription criteria should be used to determine who will be allocated places (see section a).

3.5 Parents/Carers will be informed of the outcome of their application by a specified date agreed when the forms are completed and handed in and the proposed start date during the academic year will be specified.

Section 4 - Oversubscription Criteria

- 4.1 The oversubscription criteria for the FS1/Nursery class will be based upon the criteria used for determining admission to the Primary School.
- 4.2 Priority will be given first to children who are Looked After/In Public Care. Then to:
- i. **Current Family Association / Sibling**
Having a Brother or Sister in the Nursery or Primary School at the time of entry.
 - ii. **Child's Health Reasons**
A medical certificate may be required
 - iii. **Nearness of Children's Residence**
Places are offered to those living closest to the School by the shortest available safe walking route

Section 5 - Home Address

- 5.1 It is at the discretion of the Head Teacher to determine whether a child cared for by a relative or registered child-minder should be admitted on the basis of the carer's home address. However, it must be noted that for admission to the Primary School, the address used must be the child's normal place of residence. This could cause children to be moved from the School in the middle of the Foundation Stage if a different address has been used to determine admission to FS1.

Section 6 - Appeals Process

- 6.1 There is no Statutory Right of appeal against a decision with regard to admission to a Nursery class.
- 6.2 Parents/Carers wishing to object to a decision concerning their application should, in the first instance, put their concerns to the Head Teacher.

Section 7 - Transfer to Primary School (FS2/Reception)

- 7.1 Children commence Primary School in the School year in which they reach their 5th birthday. All Schools offer places in FS2/Reception to start in the September of the School year.
- 7.2 A Parent/Carer may choose to defer their child's start at School and may remain in Pre-School or Day Nursery until the term after their 5th birthday when Statutory Schooling commences.
- 7.3 It is not permissible for a child to remain as a FS1/Nursery pupil, as children on the roll of a School must be registered with the correct year group. Consequently, all places in FS1/Nursery classes will finish at the end of term 6 (July) prior to the start of FS2/Reception year.

Section 8 - Please Note

8.1 Admission to the School Nursery **does not** guarantee admission to the Infant School, nor does the attendance in the FS1/Nursery give priority admission to the Infant School. The School must ensure that all Parents/Carers are aware of this at the time of their application.

However, if admission criteria for the FS1/Nursery closely match that of the Infant School, the same children should be identified for both in the vast majority of cases.

Section 9 - Free Entitlement

9.1 Parents/Carers must be offered the full 15 hours per week, but a Parent/Carer is entitled to choose how many hours they access at the School per week. It is **not** permissible to require a child to attend for the full 15 hours per week.

9.2 If a Parent/Carer decides to use less than their 15 hour entitlement, the School should ensure that they are aware that they may not be able to increase their hours at a later date – this is because the School may have allocated the “spare” hours to another child who also requires part-time attendance.

9.3 Sessions are for 3 hours, either in the morning or afternoon. These **cannot** be mixed.

Section 10 - Use of the 15 hour entitlement at more than one setting

10.1 Parents/Carers not accessing their full 15 hour entitlement at the School are entitled to use their unused hours at a second setting (e.g. Pre-School or Day Nursery). It is **not** permissible to withhold a place if the Parent/Carer wishes to use part of their entitlement elsewhere.