

HEYBROOK PRIMARY AND NURSERY SCHOOL

ADMISSIONS POLICY



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| Approved by: | Joseph Doyle (Deputy Headteacher) | Date: March, 2019 |
| Last reviewed on: | March, 2019 | |
| Next review due by: | Autumn term, 2019 / 2020 (in line with LA procedures and with the appointment of a permanent headteacher) | |



HEYBROOK PRIMARY AND NURSERY ADMISSIONS POLICY

Our Governing Board 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 was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004. The School thoroughly complies with the Local Authority (LA) admissions procedures that were updated in September 2010.

Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications for Reception aged children are processed through the LA. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

NURSERY ADMISSIONS

Nursery admissions are administered by Foundation Stage staff. In providing places at the Nursery, we take account of the following criteria:

- Looked-after children (LAC).
- Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Heybrook School.
- Children who have siblings in Heybrook Nursery or Heybrook School at the time of admission.
- Children who have a parent employed at Heybrook Nursery or Heybrook School at the time of admission.
- Proximity of their home (main residence) to Heybrook Nursery.
- Length of time children are on our waiting list.

We place a restriction on numbers determined by the floor space available and the needs of the children.

At the discretion of the headteacher children may be granted priority admission in extreme circumstances when numbers of pupils in the nursery allow.



How to apply for a place at Heybrook Nursery

Heybrook Nursery has a maximum of three intakes per year: September, January and April. Parents can add a child's name to the waiting list at any time and should do so by contacting a member of the nursery staff. Parents should complete a school contact form and a grant form when putting their child's name on the waiting list. Parents are asked to present their child's birth certificate and a copy will then be retained by the Nursery. We offer five sessions per week as either all mornings or all afternoons. Additional places are considered dependent on pupil numbers and at the discretion of the Headteacher.

Please see the Charging and Remissions policy for details of paid for places. Offers of places will be posted to the address as per the application form. The letter explains the process of accepting a place and completing the necessary forms which provide funding for your child. It is presumed that parents who do not contact nursery following the letter have made alternative arrangements and their child's name will be removed from the waiting list, their place will be withdrawn and offered to another child if we receive no response.

We will try to accommodate parental choice as much as possible when allocating morning or afternoon sessions although this cannot be guaranteed. All children could be entitled to 30 hours of free nursery education from September 2017 – subject to termly eligibility checks by the parents. This could be taken up at Heybrook nursery by doing Monday – Friday morning sessions 8.45 – 11.45, collecting your child for lunch and returning for the afternoon sessions 12.30 – 3.30. Unfortunately we do not have any provision to offer food or supervision over the lunch break.

2 Year Old Places

We admit children from the term after they become 2 years old. If parents have received a Golden Ticket from the Local Authority their child may be eligible for a funded place. We currently have a maximum of 16 morning places and 16 afternoon places in our 2 year provision. Allocation of classes will be based on the needs of the child at staff's discretion. Children may move into our 3 year old room during the term of their 3rd birthday.

3 Year Old Places

All children aged three years old are currently entitled to 15 hours of free Nursery education. We currently have a have a maximum of 52 morning places and 52 afternoon places in our 3 year provision.

Attendance

Although not statutory, regular attendance is important and places at our nursery are highly sought after. If children do not attend regularly (80%) without good reason, initially parents will be contacted by the pastoral manager. If the child's absent becomes persistent parents will be contacted by the headteacher to establish if a nursery place is still required. If there is no response or valid reason the headteacher will inform the parents that their child's name may be removed from the register on a given date. This decision will be put in writing and actioned.



Should any child miss days of their education due to extended unauthorised absence, this may lead to the child losing their place at the nursery and being removed from the register. Once removed, parents may have difficulty re-admitting their child back into the nursery.

Notice Period

If parents wish to move their child to another nursery we require a minimum of 4 weeks' notice to arrange transfer of the nursery grant funding from Rochdale MBC.

RECEPTION ADMISSIONS

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

Our school is a community school, and it determines the admission arrangements in agreement with the Local Authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA. The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the Local Authority and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered. In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the end of January; this date varies and is published each year. The school offers support for parents in completing admission forms. Birth Certificates and Passports need to be checked by a member of staff. Applications need to be sent to the LA and parents can also apply on line.

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number

The Pupil Admissions number is the number of children the LA considers the school can accommodate. Heybrook's Pupil Admissions Number (PAN) is 90. We keep this number under review and the Governors will apply to change the number if circumstances change.



Sizes of classes for infants

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

Monitoring and review

This policy will be monitored by the Governing Board, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

Further Information

If you would like more details or have a specific enquiry please feel free to contact either Heybrook or the Local Authority:

<http://www.heybrookschool.net/#/contact-us/4557870702>

http://www.rochdale.gov.uk/schools_and_education/school_admissions.aspx