



Joy Lane Foundation Primary School  
Oysters SRBP (ASD)  
Oyster Bay Nursery

Admission Arrangements for Entrance  
September 2018

Draft Prepared	January 2017
Date Agreed	February 2017
Signed by Executive Headteacher	Ms D Hines
Signed by Chair of Governors	Mr G Skinner
Date Policy to be Reviewed	January 2018

# Joy Lane Foundation Primary School

It is the intention of the Governors that children who are admitted to the Foundation Stage will do so before their fifth birthday. Usually, children will enter the Foundation Stage at the start of the academic year (September 2018 - August 2019) that they have their fifth birthday. The School's Published Admission Number is 90.

Contact details are as follows:

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In the event of oversubscription: Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

**1. Children in Local Authority Care or Previously in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

**2. Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion'.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

**3. Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

**4. Nearness of children's homes to school** – we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc.) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child’s date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria.



# Oysters SRBP

Kent County Council commission 28 places each year. Parents and Carers can apply to access our SRPB through their Local Authority SEN Officer, a direct application cannot be made to the School.

## Eligibility Criteria

In order to be considered for admission children must:

- Have an Educational Health Care Plan (EHCP) or be undergoing a formal assessment- formerly known as a Statement of Special Educational Needs.
- Have a diagnosis and Primary need of ASD.
- Be within the normal range of average ability.
- Have the ability to communicate verbally without full reliance on communication aids, although children may still need support and programmes devised by a Speech and Language Therapist (SALT) and delivered by trained support staff.
- Be able to integrate for 50% of the school day.

Admission will not be agreed if:

- The agreed number of funded places by the Local Authority are fully subscribed so that admitting children over this number would be incompatible with the provision of efficient education or the efficient use of resources.
- There is insufficient evidence of a clear diagnosis of Autism. E.g. where it is reported 'there are autistic traits'.
- There is evidence of moderate, severe or complex learning difficulties in addition to Autism.
- The admission of a pupil would compromise the health and safety of the pupils and/ or staff within the provision or would compromise or disrupt the education of pupils already in attendance.
- It should also be noted that siblings are not automatically admitted.

## Referrals for Admission

All referrals are directed to the school through the Local Authority, who commission the school places and will be reviewed by the admissions team prior to further communication. All referrals sent to Oysters are considered by the Inclusion Manager in liaison with the Senior Leadership Team. Where it is felt Oysters is potentially the right placement for a child, parents will be invited to visit the school. This will then be followed by an observation of the child in their current setting before a final decision is made.

# Oyster Bay Nursery

Our Nursery is a PVI run by our Governing Body. It will be inspected at the same time as Joy Lane Foundation Primary School. We are registered for 26 places per session.

- All children and families are welcome irrespective of gender, origin, language, culture or disability
- We work on first come, first serve basis. We feel this gives everyone an equal opportunity.
- We warmly welcome all prospective parent and carers
- Parents/carers are very welcome to visit anytime, as we encourage this.
- Parents/carers will be required to complete a registration form with their child's necessary details
- A completed registration form, administration and registration fee will guarantee a child's place at Oyster Bay Nursery
- Waiting lists are arranged in order of and first come, first serve and by date of birth
- When a child is nearing their start date, an Information Welcome Pack will be given or sent.
- Parents will be asked to sign that they have seen, read and understood Oyster Bay Nursery' Policies and Procedures.