

The Oaks Infant School

Part of Potential in Everyone Academy Trust



Admissions Policy for Nursery and Reception Children

Start Date: November 2017
Review Date: November 2018



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Rationale

At The Oaks Infant School and Nursery we aim to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. The Oaks Infant School is part of the Potential in Everyone Academy Trust. This policy outlines the procedures for admissions into our maintained Nursery and Reception year. It has been written in line with Local Authority guidance and statutory Admissions procedures.

Aims

The aim of this policy is to:

- ensure fair and equitable access to The Oaks Infant school for local children.
- clarify the school's admission arrangements and the rights of parents and pupils.
- ensure the school complies with the LA admissions code.
- meets its statutory duties regarding CLA pupils.

Nursery

All children are entitled to 15 hours of free nursery education from the term after their third birthday. At The Oaks children can be admitted to the maintained Nursery the term after their third birthday. For example:

- A child turns 3 between 1st September and 31st December, they can start in January.
- A child turns 3 between 1st January and 31st March, they can start in April.
- A child turns 3 between 1st April and 31st August, they can start in September.

We admit children into the Nursery in September and if places are available we will admit children in January and April. This is due to the way in which funding is allocated from the Local Authority. The Admissions Limit for Nursery is 26, however it is possible to exceed this limit as the statutory 2.3m² per pupil and staff: pupil ratio are well within the requirements. We aim not to exceed 30 pupils per session.

30 hours eligibility:

Some families are entitled to up to 30 hours of free childcare. Parents are eligible for up to 30 hours if they meet the following criteria:

- You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

(You are not eligible for 30 hours of free childcare if you, or your partner, expect to earn £100,000 or more).

Parents who believe they are eligible, must gain an eleven digit code from the link provided on the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). If a place is offered to a parent who wishes to claim up to 30 hours of childcare, they must provide the



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eleven digit code in order for the school to check validity. Once confirmed, a place will be confirmed.

Application Process:

Closing Date for Receipt of Applications

The closing date for receipt of applications for nursery is in the April prior to starting in September. Throughout the year, applications can be made and if there are spaces available, the child will be able to start the term after their third birthday.

Parents / carers will be notified as to the outcome of an application as soon as the admissions process is completed (usually within ten working days after the closing date or after receiving an in year application).

Allocation of Places and Admission Criteria

For children who meet our age requirements, our admissions are given on the basis of the following order of priority:

- Current Family Association (sibling link)
- Health and Special Access reasons, including any special or additional educational needs set out in an Education and Health Care Plan.
- Nearness of children's homes to the school.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

N.B Admission to the maintained nursery does not guarantee a place in the infant school. You will need to apply for a place at the infant school in the same way as all other parents. You can obtain more details from the school or the Local Authority.

Waiting List

If your child is not successful in gaining a place through the application process, parents will be informed in writing and an offer for your child to be placed on our Waiting List will be made. If a place becomes available, the school will contact the parents of the child who is next on the Waiting List. The Waiting List is held in criteria order. If the place is accepted, the child will be able to start nursery during the next intake (January or April). Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit.

Record of Interest



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Parents are able to register an interest for future admission into the nursery for their child. They can contact the school and their child's name will be added to the Record of Interest. Parents will then be sent a letter which details when they should apply for a place for their child.

Reception

Pupils are admitted to Reception in accordance with the Local Authority Admissions policy which can be found using this link.

<https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria>

Pupils will be admitted to the school without reference to ability, aptitude or background. The school's Published Admission Number (PAN) is 90 (main school), which means that admission for up to 90 children must be provided for each year.

The children start school over a period of three days with groups of children arriving at an appointed day and time – the class being complete on the final day. This enables each child to be given the maximum attention on their very important first day and also enables the teachers to focus on individual children who need more support.

It is our policy to admit all children in the autumn term of the academic year in which they reach the age of five years. Starting at school demands a great deal from the children so all children begin with a short part-time induction; the length of time for this will vary according to the child's age and need.

Oversubscription Criteria

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 (please note, Minterne Junior School is our linked school):

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).



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- **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’ (below). Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school. Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school. 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.
- **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.
- **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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant’s address is to the school.
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, we will offer a place 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.

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



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Summer born- deferred entry:

We offer deferred entry, in line with the Government advice on admission of summer born children, December 2014. A summer born child is one who is born from 1st April to 31st August. For this group of children, there is flexibility for parents who do not feel their child is ready to start school before compulsory school age. There is the option to:

- Defer until the following year, therefore the child is starting school out of their age range either in to Reception or Year One, depending on the needs of the child.

It is a requirement that the parent and child meet with the Headteacher to enable the decision to be made in the best interests of the child and for the school to explain how the child would be supported should they start at the normal time; making it clear that teachers are skilled at differentiating the curriculum to meet the diverse range of needs and highlighting the schools approach to teaching and learning. This may allay any concerns a parent has about their child's readiness for school. We would advise parents to do this no later than mid-November to enable a decision to be made before the closing date of the round in January.

It is an expectation that parents will provide the school with information in support of their request, where possible it would be preferable for there to be additional evidence from professionals such as a paediatrician or a speech therapist as this will enable a wider picture of the child's needs to be created.

If this option is agreed by the school, a letter will be written to the parents outlining the offer for deferred entry out of their normal year group. On this letter, it will also make explicit to the parents that this will not guarantee a place for the following academic year, as they will have to make a new application as part of the main admissions round under the normal criteria. On this basis, we would recommend parents to request admission out of the normal year group at all preference schools, rather than just their first choice. It will also be made clear that when moving from Year 2 to Year 3 and Year 6 to Year 7, it will be necessary to seek out of year admissions arrangements.

Please note that should parents apply for a deferred entry for their child parents do not have the right to insist that their child is admitted to a particular age group.

"This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration."

Page 6, Advice on the admission of summer born children, DfE 2014

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.



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If parents wish to appeal against a decision to refuse entry, they can do so by appealing directly to the school. An independent appeals panel, set up by the Local Authority, then meets to consider all appeals by parents who have been refused a place and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that the school should admit then the school will accept this and continue to do all it can to provide the best education for all the children at the school. An appeals form can be collected from the main school office or can be downloaded from the KCC website.

Equal Opportunities

Our school welcomes children with special needs and from a diverse range of backgrounds. We believe that this nurtures a sympathetic and caring environment in which all children can establish positive relationships with each other regardless of individual differences.