

## Admissions Policy

### **Introduction**

The Governing Body of Edale Rise Primary and Nursery School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations outlined in the School Standards and Framework Act 1998 and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### **Rationale**

We are an inclusive school. We welcome children from all backgrounds and abilities. The level of ability of a child or any special needs that s/he may have plays no part in the admissions process of this school.

All applications will be treated on merit and in a sensitive manner.

The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the Authority enforces procedures to determine whether a child is accepted or not.

### **How parents can apply for their child to be admitted to our school?**

The school determines admission arrangements in agreement with the LA, which is the 'Admissions Authority'. The regulations for entry to each school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite Admissions Prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

In Nottingham, children enter school at the beginning of the academic year in which they become five.

**Signed:**

**Date: Summer 2016**

**Date of next review: Spring I (2017) to come into line with NCC admission policy agreement)**

### **Admission appeals**

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

If parents wish to appeal against a decision to refuse entry, they may apply to the LA. An independent Appeals Panel then meets to consider all appeals by parents who have been refused a place at the school and who wish to appeal against this decision. An Appeals Panel's decision is binding for all parties concerned. If the Appeals Panel decides to uphold an appeal, the school is obliged to accept its decision.

### **The Standard Number**

The standard number is the number of children the school can accommodate. The standard number for our school is 30 children per year group.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

## Appendix 1: Policy for Admissions into Nursery



### Edale Rise Primary and Nursery School

#### Nursery Admissions Policy

Children are eligible for a place in Foundation I from the age of three. As far as possible, they are admitted the half term after their third birthday. The admission number for Nursery will be 60 part time pupils, 30 in the morning, from 8.45 to 11.45 and 30 in the afternoon, from 12.15 to 3.15.

#### Transition and Induction:

Parents seeking a place at this Nursery will be invited to look around, meet staff and be given the relevant information. This will include:

- a school prospectus
- an introduction to the Foundation Stage unit

If they wish to apply for a place in the Nursery, they will fill out a contact form and be added to the waiting list and be given an anticipated, though not guaranteed, date of admission. The exception to this will be if a child has moved to the area and is already of Nursery age. In this case, an anticipated admission date will be given straight away.

During the half term prior to the admission date, Office staff will contact the parent and invite them and their child to visit the Foundation Stage setting. A home visit from the class teacher and the Parent and Community Support Worker will also be organised. The aim of this visit will be to see the child at home and have the opportunity to talk to the parent about the child's development, including diet, language and toileting. It will also allow staff to find out what sort of things the child enjoys doing. Admission forms will be completed at this meeting and each child will be given an activity pack, consisting of a book, pencils and crayons, Play Doh, etc, to help them to get ready for Nursery.

The school reserves the right to delay admission to a child who is not toilet trained, unless there is a medical reason for this.

Transition visits to the Nursery setting will take place with parents during the half term before admission. Extra transition meetings will be organised as necessary for pupils who it is felt require them.

#### **Waiting List:**

The waiting list will be on a 'first come, first served' basis. However, at the time of application, parents will be advised that only children living within the school's catchment area can be guaranteed a place and that attendance at the Nursery will not guarantee a place at the school. Children living substantially beyond the catchment area will not normally be offered a place unless they fulfil another of the criteria for admission.

#### **Home visit:**

The following will be done at this meeting:

- filling in the Admission form
- filling in other forms (trips and visits, permission to take photos)
- verifying ID of parent and child

- talking to parents and children

**Admissions criteria:**

- Children living in the catchment area, whose parents have requested a place at the school and who at the time of admission, have a sibling already in the school;
- Children living in the catchment area, whose parents have requested a place at the school;
- Children living outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, have a sibling already in school
- Children living outside the catchment area whose parents have requested a place in school.

Children who are 'looked after' or whose families can demonstrate that their child's Special Educational Needs can only be met at this school take precedence over the above criteria.

All applications will be dealt with sensitively; we are an inclusive school and welcome all children. Children will not be refused a place on the grounds of race, religion or disability.

Admission to the school's Nursery **does not automatically guarantee a place in the main school.** Applications to the main school should be made according to the guidelines from the Local Authority.