

EASTWAY PRIMARY SCHOOL



Admissions Policy & Procedures

Written: September 2018

By: Mrs E Morris

Approved by Governors: October 2019

Last Reviewed: April 2022

Admissions Policy for Early Years (Ages 2 to 4)

At Eastway Primary School we offer both Early Years care for 2 year olds (Eastway Explorers) and Foundation Stage 1 (Nursery) for 3 & 4 year olds. We accept both funded and paid for places. *Any childcare fees must be paid 4 weekly via our Parent Pay website, more details will be given if your child is offered a place.*

Eastway Explorers (2 Year Old)

- **We currently run a 16 place session for 2 years olds in our Eastway Explorers Room**
- If you are entitled to 2 Year Funding you can receive **15 free hours** of childcare a week, which will be 5 morning sessions Monday - Friday (8:45am - 11:45am). To find out if you meet the criteria for 2 Year Funding visit www.wirral.gov.uk/early-years-and-childcare/free-childcare-two-year-olds for more help. If you require assistance in filling out the forms please speak to a member of staff. **We will need to see proof of the funding once you have received notification.**
- If you are not eligible for the 15 free hours a week funding, you can pay for your child's sessions. These sessions are priced as follows:
 - £10 per morning sessions 8:45am - 11:45am
 - £2 per day to stay over the lunch time period (you must provide your child's packed lunch)
 - £10 per afternoon session 12:15pm - 3:15pm

Please note: We cannot guarantee a space even if you have been accepted for funding. The funding will start the term after they turn 2.

Nursery (3 Year Old)

- **We currently run a 36 place am and pm session for 3-4 years olds in our Teacher Led Nursery Room**
- All 3 year old children are entitled to 15 free hours a week. The funding for this starts **after** the term when they turn 3. There is no need to apply for this funding.
- We currently offer 5 Morning sessions, 8:45 - 11:45 or 5 afternoon sessions, 12:15 - 3:15pm a week.
- Some parents may be entitled to an extra 15 hours a week of funding, to find out if you are eligible for the 30 Hours a week, please visit www.childcarechoices.gov.uk speak to a member of staff if you need help completing the form. If you are eligible you will need to provide us with the unique code you will be given.
- If you are not eligible for the 30 Hour Funding, but would like to pay for your child to stay for an extra session. The price is £12 per day, and you will need to provide a packed lunch.

Please Note: We cannot guarantee full time places, even if you qualify for the 30 hours a week. AM/PM sessions will be determined by availability. The funding will be available the term after your child turn 2 or 3 as follows

Your child's birthday falls between:	Their funding will start:
1 st September and 31 st December	Spring Term (January)
1 st January and 31 st March	Summer Term (April)
1 st April and 31 st August	Autumn Term (September)

Applying for your Childs Place

If you would like to apply for your child's place at Eastway Primary School, you will need to complete an Expression of Interest form. On the form you will be asked to fill out if you will be eligible for any funding, along with other information, including any siblings your child has at the school, any medical needs or other information you feel we would need to be aware of. **We will also need to see your child's birth certificate and take a copy of it.**

Please make sure your contact details are correct, and your requests for what sessions you would like are as clear as possible.

Although it is appreciated to receive the expression of interest forms in good time before you are looking to start, we cannot guarantee places based on length of notice given.

Criteria for Spaces when Over Subscribed

Occasionally we have a situation where we have more children looking for spaces than we have space for. In these cases, we will look at each request individually, and use the following list to help make the decision.

Priority will be given to the following:

- Children with a particular medical reason for selecting our school.
- Looked after children.
- Children with additional needs.
- Children with siblings at the school.
- Children with specific family needs.
- For Nursery children, those who will turn 4 that term.
- Children who live within the catchment area.
- Children who have previously missed out on a place due to numbers.
- Children who have been awarded 2 Year Funding (Eastway Explorers).

In the event we are unable to provide your child with a place, we will keep them on the list for the following term, or if a place becomes available before then.

We cannot ever guarantee a place in our Early Years

What Happens Next?

We will write to you the half term before your child would be due to start advising you of the place that is available. The letter will confirm what sessions we can offer. We will ask you to reply to this letter confirming you would still like the place, and to provide us with a copy of the 2 Year Funding letter if you have been awarded it, or the 30 hour funding code for the 3 & 4 year old children if applicable.

Once we receive your reply accepting the place, if you are paying for any sessions we will send you a contract to sign and set you up with a ParentPay account to pay your fees (to be paid 4 weekly, in advance). We will also let you know any other information you need to know. Your child's class teacher will then be in touch to arrange settling in sessions for your little one.

Please note: If we do not hear back from you regarding the place offered, you may lose the place and it will be given to another child.

IMPORTANT: If your child has a place in our Nursery Class (F1), this does not mean that they will automatically get a place in the Foundation 2/ Reception Class. As a Local Authority School, you

must apply through them and places are allocated through the Local Authority and not through school.

You must apply for F2 following the procedure below:

Admission arrangements for Foundation Stage 2

F2/ Reception class- 30 full time places- apply for places in September 2022 via the Local Authority. Application forms are available from school or apply online using the link below www.wirral.gov.uk/schooladmissions

or you can request a form by calling 0151-606-2020 during office hours.

Paper application forms should be returned to the address below by 15th January 2022

Dept of Education/ Admissions

Hamilton Building

Conway Street

Birkenhead CH41 4FD

Note: The closing date for admission applications to F2 for September 2022 is 15th January 2022. Late applicants - applications received after 15th January will be considered after places have been offered to parents who applied on time.

Offers to parents will be sent out in April 2022.

Admission Policy for Foundation Stage 2/ Reception Class

We adhere to the Local Authority Admissions Policy for Community Schools which states that applications submitted by January 15th 2022 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

- Looked After Children and previously Looked After Children
- “In zone” children with siblings at the school on the start date
- “In zone” children with a valid medical reason
- “In zone” children living closest to the school

If children live outside the catchment area and places are still available, they will be allocated according to the following criteria:

- Children with older siblings at the school on the start date
- Children with a valid medical reason
- Children living closest to the school

The local Authority measures distance from home to the nearest school pedestrian gate using a computerized mapping system using the shortest road route unless it is possible to use a footpath considered to be a safe walking route (routes without pavements or street lighting are not considered safe).

Admission arrangements in Year 1 or above

Our Admission Number for every year group from Reception to Year 2 is 30, from Year 3 to 6 class sizes can go to 32. If transferring between schools you must always speak with the current Headteacher first to explain your reasons for applying for a transfer. The current Headteacher will speak with the Headteacher of the receiving school before the arrangements are made. Request a Common Admission Form (or Transfer request form) from any Wirral primary School or One Stop Shop or by calling the Local Authority on 0151-606-2020 during office hours. This should be completed and returned to the Local Authority Admissions Office at the address below:-

Dept of Education/ Admissions
Hamilton Building
Conway Street
Birkenhead CH41 4FD

Your child will be offered a place in the school of your choice as long as there is room in the Year Group and that this does not take the class size over 30 in Key Stage 1 (Year 1 and Year 2) Catchment Area Finder

This facility is available on the Local Authority School Admissions website [Click here](#)

Enter your street name to find out which are your zoned schools (Community and Voluntary Aided or Controlled)

We look forward to welcoming you and your child to our school. We are happy to show prospective parents around the school during the daytime so you can see us in action before making a decision. Please contact the School Office for an appointment.

For more information for parents about Primary Education in Wirral, click on the link below www.wirral.gov.uk/downloads/4561

If your child is not allocated a place at the school of your choice, you may appeal against the decision. Appeals are heard by an Independent Appeal Panel and this decision is final.

For more information about the Appeal Procedure please follow the link below www.wirral.gov.uk/schooladmissions

Secondary School Admissions

When your child is in Year 5 you will be invited to attend a meeting regarding Secondary Admissions.

Secondary school information for parents

[View the timetable for secondary school applications](#)

If your child is taking a selective test for entry to grammar school, please do not submit your application until after you have received the outcome of the tests, which will be sent to you by 21st October 2021.

The closing date for applications for secondary school places in September 2022 is 31 October 2021.

Apply for a transfer to a Wirral primary

Admission to Wirral schools is co-ordinated by the council. Schools cannot offer places directly. Parents are advised to discuss the reason for requesting a transfer with their current school prior to making an application.

To apply for a transfer between schools or from outside Wirral, complete one of the forms below and return to the postal address provided or email to hotdesk@wirral.gov.uk.

Admissions to our Wirral SEN Resources Base Provision

At Eastway, we have three Wirral LA SEN Resource Base Provision Classes for pupils with Social Communication Difficulties.

Admission to our bases is through Wirral LA SEND Team, Eastway does not oversee the admission of children into the bases. Priority is not given to Eastway pupils for the bases places and attendance at Eastway does not entitle a child to access the separate SEN specialist provision. All children must have an EHCP and the school will be named on the final plan before a place is allocated. For more information please contact Wirral SEND Team or find further information via the Local Offer, <https://localofferwirral.org/>.