

EASTWAY PRIMARY SCHOOL



ADMISSIONS POLICY AND PROCEDURES

Adopted by Governing Body July 2025

Review date July 2026

Eastway Primary School serves the Eastway community and surrounding area. If you are interested in sending your child to Eastway Primary School, or would like to find out more about our learning environment and the wonderful provision on offer, please call us on 0151 677 1235 to arrange a tour during the school day with Mrs Benson, our Headteacher.

Admissions Policy for Early Years (Ages 2 to 4)

At Eastway Primary School we offer both Early Years care for 2 and 3 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 and 3 Year Olds)

- We currently run a 20 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) or 5 afternoon sessions Monday- Friday (12:15pm - 3:15pm). Working parents may be eligible for working parent funding. Working parents are entitled to 30 hours funding per week that can be used from Monday-Friday (8:45 - 2:45)
- 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. 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:
 - £20 per morning sessions 8:45am - 11:45am
 - £3.50 per day to stay over the lunch time period (you must provide your child's packed lunch or pay £1.50 for a school lunch)
 - £20 per afternoon session 12:15pm - 3:15pm
- You can provide a packed lunch or order a school lunch at the price of £1.50.

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 and 4 Year Olds - Pre-School)

- We currently run a 26 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.
- 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. You can provide a packed lunch or order a school lunch at the price of £1.50.

Please Note: We cannot guarantee full time places, even if you qualify for the 30 hours a week. 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. If there are more applicants than places available, the Governing Body will operate the admissions criteria set down by the Local Authority. we will look at each request individually.

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 code if you have been awarded it, or the 30 hour funding code 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). 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.

Admission arrangements for Foundation Stage 2 (F2/Reception class)

You must apply for F2 following the procedure below:

There is a statutory requirement for children to be admitted to F2/Reception class at the beginning of the school year in which they will be five.

The school's admission policy is in line with that of Wirral LA. The school's planned admission limit is 30 pupils per year group. In the case of oversubscription, the school's priorities are in accordance with Wirral's published policy.

The Local Authority co-ordinates the admission arrangements for Eastway Primary School. You can only apply for school places from 1 September before your child starts Foundation 2 in September of the next academic year.

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/step-by-step/apply-primary-school-place/applications>

If you are not able to apply online, download and complete an application form or alternatively you can request a form by calling 0151-606-2020 during office hours. Please email the completed form to schooladmissions@wirral.gov.uk or return to the postal address provided. Posted application forms can take more than 7 days to arrive with the Admissions team.

PDF files may not be suitable for some people to view. These include people with disabilities, users of assistive technology and users of mobiles. If you need a document in an accessible format please email schooladmissions@wirral.gov.uk

Note: Late applicants - applications received after the closing date will be considered after places have been offered to parents who applied on time.

We adhere to the Local Authority Admissions Policy for Community Schools which states that applications submitted by closing date 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 computerised 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).

Offers to parents will be sent out in April via email.

Admission decisions

All admissions to school (except for nursery, which is managed by the Governing Board) are made directly with the Local Authority. The school will guide families as to how and where to contact the Local Authority in all admission cases.

Admission Appeals

Parents wishing to appeal should refer their case to the Local Authority. Details can be found at <https://www.wirral.gov.uk/schools-and-learning/school-admissions> School Procedure

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-catchment-area-finder>

Starting at a school in Year 1 and above, and transfers between schools

Admissions during the school year

If you want to apply for a school place in Year 1 or above complete the following transfer request form either online <https://parentportal.wirral.gov.uk/web/portal/pages/parents/admissions> or download and email the completed form to schooladmissions@wirral.gov.uk

<https://www.wirral.gov.uk/files/primary-placement-form2019.pdf/download?inline>

We arrange for children in Year 1 and above to start at a primary school in the same way as Foundation 2 children.

If you are transferring between Wirral schools, it is always advisable to speak to the headteacher of your child’s school before making an application to transfer. It will disrupt your

child's education less if you arrange to transfer them to another school in the summer at the end of the school year.

Within the approved limits children may be admitted to any year of the school at any time in the school year. In offering places at over-subscribed schools, the Authority decides priorities for admission.

We will offer your child a place in your zoned school if that is what you want, as long as this will not bring the class size to more than 30 for Key Stage 1 children (Foundation 2, Year 1 and Year 2). There is no limit to the size of classes in Key Stage 2 (Year 3, Year 4, Year 5 or Year 6).

We will agree a place in an out of zone school as long as:

there is room in your child's year group; and

for Year 1 and Year 2 children, there are not already 30 children in the class.

Key Stage 2 - Children are usually entitled to a place at their catchment school even though the school may be on or above its admission number. However, where there is a serious concern, for example about health and safety, there may be circumstances in which a Key Stage 2 place may be refused at a catchment school. The Council will agree a place in an out-of-zone school as long as there is room within the admission number.

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 <https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-admission-appeals>

Secondary school information for parents

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

[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.

Admissions to our Wirral SEN Resources Base Provision

At Eastway, we have three Wirral LA SEN Resource Base Provision Classes Eastway does not manage admission to the base provision and being a mainstream pupil at Eastway does not give your child access to resource base provision. For further information on SEN resource base provision, please contact the Wallasey [SENDSTART team](#).