

# **EASTWAY EARLY YEARS, FOUNDATION 1 AND FOUNDATION 2 ADMISSIONS POLICY**



**Summer 2017**

## **AIMS**

- to ensure smooth transition from home to school and pre-school to EYFS
- to provide children with a safe, basic knowledge about the school in order to develop their confidence;
- to develop and maintain a close working relationship with parents/carers at all times;
- to assess individual children's capabilities and stage of development in order to plan a suitable programme of work for them;
- to familiarise children and parents/carers with the whole school and its environment;
- to make all new families welcome as they join our schools community.

## **EARLY YEARS (2 Year olds)**

We are delighted that Eastway Primary School has a 16 place Early Years pre-school setting for children from the age of 2. The children attend 3 hours, 5 mornings a week, 15 hours in total. If places are available, children will be able to progress from Early Years to Foundation 1 during the term in which they turn 3.

## **ADMISSION TO EASTWAY EARLY YEARS (2 Year olds)**

Parents /carers should apply directly to school for a place in Early Years class. If there are enough places available, all the children will be offered places.

If there are more preferences than places available, the decision as to which children should be offered places will be taken by the Governing Body in accordance with the following guidelines.

### **STEP 1**

Consideration will be given firstly to those children who will be three during the course of the academic year for which admissions are being considered.

### **STEP 2**

Consideration will then be given to applications from parents where there is a sibling-connection as long as the sibling[s] is still registered at school on the commencement date of that child's entry into Early Years, whether or not that child resides in or out of our zone.

### **STEP 3**

Completed applications will be considered in order of receipt.

#### **STEP 4**

Children whose parents are in receipt of Income Support, Income-Based Jobseekers allowance, Disability Living Allowance or Working Families Tax Credit. Funded form approved and evidence provided to school.

#### **STEP 5**

Applications from parents who live within the school zone area will be considered first.

#### **STEP 6**

If there are sufficient places for the remaining children, all the children will be offered places. If there are more applications than places available, they will be offered to those children who live nearest to the school; the distance from home to school should be measured by the shortest available walking route.

#### **FOUNDATION STAGE 1 (Nursery)**

Eastway Primary School has a 26 place Nursery/Foundation 1 class. Foundation 1 children are able to attend school for 15 hours, 5 mornings of 3 hours.

#### **ADMISSION TO FOUNDATION 1 (Nursery)**

Parents /carers should apply directly to school for a place in Foundation 1 class. If there are enough places available, all the children will be offered places.

If there are more preferences than places available, the decision as to which children should be offered places will be taken by the Governing Body in accordance with the following guidelines.

#### **STEP 1**

Consideration will be given firstly to those children who will be four during the course of the academic year for which admissions are being considered. No distinctions will be drawn between those born earlier or later in that year.

#### **STEP 2**

If the school or class is over-subscribed with four-year old children first priority will be given to those with a medical reason, particularly if it is related to a special provision made at the school. For example, if a school has a special base for a child with physical or sensory impairment. [Note that a medical condition is not necessarily a medical reason for a place at a particular school; the condition has to be relevant to the provision or circumstances at the school or class in question].

#### **STEP 3**

Step 3 is an amendment to the LA Guidelines designed to meet the needs of the families of Eastway Primary School.

a) Consideration will then be given to applications from parents where there is a sibling-connection as long as the sibling[s] is still registered at school on the commencement

date of that child's entry into Foundation 1, whether or not that child resides in or out of our zone.

b) All applications from parents who live within the school zone area will be considered first

c) Applications from parents who live in the catchment area of another school which does not have nursery (F1) provision

d) Applications from parents who live in the catchment area of another school with a Foundation 1 will then be considered.

#### **STEP 4**

If there are sufficient places for the remaining children, all the children will be offered places. If there are more applications than places available, they will be offered to those children who live nearest to the school; the distance from home to school should be measured by the shortest available walking route.

#### **STEP 5**

If under Step 3 all the non-discounted children were offered places and there are places available for **some** of the children who applications have been discounted, those places will be offered to the children who live nearest to the school, the distance being measured by the shortest available walking route.

#### **3-YEAR OLD CHILDREN**

If there are vacancies after places have been given to all the four-year-old children, these will be offered in accordance with the following scheme of priorities.

#### **STEP 6**

Children with identified special educational needs identified either through a Formal Assessment, including advice from an Educational Psychologist or by a specialist Early Years teacher.

#### **STEP 7**

Children whose parents are in receipt of Income Support, Income-Based Jobseekers allowance, Disability Living Allowance or Working Families Tax Credit.

#### **STEP 8**

Children whose birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December.

#### **STEP 9**

Children whose birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> March.

#### **STEP 10**

Children whose birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August.

If priorities have to be decided within any one category, priority should always be given to those who live nearest.

### **GENERAL CONDITIONS**

In Foundation 1 all the places are part-time. Responsibility for determining admission if the school or class is oversubscribed rests with the Governors, subject to the Authority's guidelines. The Governors may delegate this responsibility to the Headteacher and the Chair of Governors.

Children will not be refused admission on grounds of insecure toilet training. School will make every effort to accommodate children's needs. If a toilet training programme is not successful, school will seek support from the school nurse who may refer the child for more specialist help.

Parents must be informed at registration that there are separate arrangements for admission to the F2 year. Admission to F1 class does not give any degree of priority to a place in a F2 class.

LEA maintained schools keep two part-time places until the end of September in order to accommodate emergency placements. Schools are asked to inform the Education Department of vacancies during the first week after each half term.

Admission to the nursery class does not guarantee admission to the school because our nursery class covers a wider area than the zone of the school.

### **Induction Procedure:**

#### **1. New Parents' Meeting**

- A Parents/carers meeting is held for all parents to receive information regarding the Foundation Stage 1, the curriculum, daily routine etc.
- Parents/carers are invited to look around the Foundation 1 and stay and play with their child in the classroom setting.
- Foundation Stage 1 parents are given the Foundation Stage "Welcome " packs and "All About Me" booklets which they are asked to complete before the admission date.
- Parents receive a letter containing:-
  - a) The date of their child's visit to Foundation Stage 1 in September;
  - b) The child's admission date.

#### **2. Pre-admission Visits**

- In small groups, children have the opportunity to explore the Foundation Stage 1 setting before their admission date

### **3. Children are admitted in groups during the month of September**

## **FOUNDATION STAGE 2**

### **WIRRAL COMMUNITY AND VOUNTARY CONTROLLED PRIMARY SCHOOL ADMISSION POLICY**

Applications submitted by the 15 January 2017 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

1. Children who are looked after (in care), and children who were looked after but have been adopted or are subject to a residency order or special guardianship order ('previously in care').
2. Parents of the children who live 'in zone' and already have older brothers or sisters at the school living in the same household at the time of the start date. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
3. Parents of pupils who live 'in zone' and have a valid medical reason. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence, which must make clear why only this school is appropriate for your child's medical needs.
4. Parents of pupils who live 'in zone' and nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route. If children do not live in the school's catchment area and if places remain available, places will be allocated in accordance with the following criteria:
  5. To children who already have older brother or sisters at the school when they are due to start and living in the same household. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
  6. To children who have valid medical reasons for going to the school. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence, which must make it clear why only this school is appropriate for your child's medical needs.

7. To pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

## NOTES

a) **Catchment zones.** Parents are advised to always include their zoned school as one of their preferences. A catchment area finder using the street name is available on the Council's website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

Please note that a place in your catchment school cannot be absolutely guaranteed, for example a school with an admission number of 30 may have more than 30 applications from parents living within the catchment area. Places would only be able to be offered up to the admission number and not beyond.

b) **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 under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

c) **Siblings.** A sibling is a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner, where they are living in the same family unit/household at the same address. In the case of an infant school we will also treat a brother or sister at the junior school as a sibling but they will be given a lower priority to children at the same infant school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.

d) **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use the address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person.

Proof of residence may be requested which may include: a solicitor's letter confirming completion date of a sale, a signed rental agreement showing the start and duration of the tenancy, and may include proof of sale of a previous property. Copies of Council tax and utility bills relevant to the property may also be requested. The information provided may be shared with other Departments of the Council in order to verify the authenticity of pupil's addresses.

**e) Applications from separated parents.** Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the application will be accepted from the parent with whom the child is "ordinarily resident". This is defined as the address at which the child lives for the majority of the school week (Monday to Friday). Proof of address and residence arrangements will be required with the application or may be requested.

**f) Change of address.** Parents and carers must inform the Council immediately in writing of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested - for example, copies of council tax and utility bills or any other information considered relevant to the application including evidence of disposal of previous property. Information and supporting evidence must be received by 28 February. Proof of residency received after 28 February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

**g) Deferred entry.** Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term following their 5th birthday). The request must be put in writing to the local authority. Parents should note that if a summer born child delays entry to the September after their 5th birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2. Parents intending to request their child enter Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council prior to 15 January to discuss actions. Requests will be considered on the circumstances of each individual case and require agreement from the allocated school.

**h) Applying for a place.** Parents must return online or paper forms to the Children and Young People's Department by 15 January to ensure the allocation of a school place on 16 April or next working day. Applications received after the published



deadline of 15 January will be dealt with once the offer of places has been sent to parents on 16 April.

i) **Late applications.** If places remain after all "on-time" applicants have been allocated places, places will then be allocated to late applicants (received after 15 January) up to the schools admission number according to the admission criteria above.

j) **Home to school distances.** Distances are calculated from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised Ordnance Survey Address Point based routing system. As a general guide, routes without pavements AND street lighting will be considered to be unsafe. In the event that two or more applicants where this distance would be the last place to be allocated, one application will be chosen at random.

k) **Continuing interest list.** A continuing interest list of children whose parents have expressed an interest in obtaining a Foundation 2 place at the school will be maintained until the end of August. This will include both late and on-time applicants. Priority on the list will be given in accordance with the published criteria and does not take into account how long the child has been on the list, or whether an appeal has been submitted. Each added child requires the list to be ranked again in line with the published admission criteria. The Authority will contact parents directly if a place becomes available for their child. In August, the Authority will then write to the parents of those children who have expressed a continuing interest to ask if they wish to remain on the list, which will then be held open until the end of the Autumn term. Schools cannot make offers of places to parents. It is not necessary to submit an appeal (see below) in order to be added to the continuing list.

l) **In Year applications.** Applications must be made on a common Primary School Transfer form stating up to three school preferences, directly to the Mainstream Admissions team, stating the reasons why a transfer is being requested. Applications will be dealt with as set out in the Wirral Co-ordinated Scheme for Admissions.

m) **Infant Class Size limit.** It is the duty of the governing body of schools to comply with regulations on class size limits at Foundation 2 and Key Stage 1, where classes are limited to 30 children. There are a limited number of exceptions which are set out in the School Admissions Code and in the Wirral Co-ordinated Scheme for Admissions.

n) **Transferring from Community Infant to Community Junior schools.** All children on roll at an Infant School are eligible to transfer from Year 2 to Year 3 to the linked Junior school even if they do not live in the school's catchment area. Other

children must apply for an in year transfer and the admission criteria will be applied in determining whether a place will be allocated (see above).

o) **Appeals.** All parents will be informed of the school place allocated by the Local Authority. The notification will also inform the parent of the right to appeal and who to contact to make an appeal, which is to an Independent Appeal Panel. Parents should if possible submit an appeal in writing within 20 working days of receipt of notification of the outcome of their application.

p) **Nursery schools and classes.** Applications must be made directly to the school. If there are not enough places for all children who have applied, the school will give priority to children who will become 4 during the academic year. Within this category, they will give priority in the following order:

- Children with a particular medical reason for going to the school
- Children who live in the catchment area of another school which does not have a nursery class
- Children who live in the catchment area of the school or another school which does have a nursery class

If there are places left after all the four year olds have been offered a place, the school will then offer places to children who become 3 during the academic year in the following priority order:

- Children with special educational needs identified through a statutory assessment
- Children whose parents receive Income Support, Income based Job Seekers Allowance, Disability Living Allowance or Working Tax Credit
- Children whose birthday falls between 1 September and 31 December
- Children whose birthday falls between 1 January and 31 March
- Children whose birthday falls between 1 April and 31 August

Within any category, the school will give priority to children who live nearest to the school measured by the shortest available walking route.

**Note that attendance at a particular nursery or pre-school does not guarantee that a place will be allocated at a particular school.**

q) **Withdrawal of places.** The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, including but not limited to, sibling connections or place of residence.

Wirral Council regularly check address and **any deliberate misrepresentations will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate.

The Mainstream Admission team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses.

r) **Children with Special Educational Needs.** Schools are obliged to offer a place to a child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names the school following a statutory assessment.