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**Busy Bees Nursery**



# Admission Policy

Issue Number	Issue Date	Frequency of Review	Summary of changes
1.0	Sept 2018	Annually	New policy as an Academy
1.1	Nov18		Changes in light of DfE recommendation for Looked after Children and children adopted from care beyond England

Chesterton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.

Please refer to the school's Safeguarding Policy for more information.

'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'

## Reception Year Starting School

Children are usually admitted to our schools in the reception class in the September prior to their fifth birthday.

The school has a Pupil Admission Number (PAN) of 30. This means that 30 children start school in a year group and each year group (cohort) has 30 children in and when two cohorts are split between classes, there are usually 30 children in the class.

Gloucestershire County Council admission's team will deal with all the applications for places at our schools for reception children. Please use the following link to the school admissions page and links to the admissions forms. <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primaryor-infant-school-place/>

## Settling in

The usual admission arrangements are for all the reception children to begin school part-time for the first 2 weeks of the autumn term (planned by using parent feedback). Week 1 mornings only, week 2 mornings and lunch time and then week 3 full time. After this, the younger children attend full-time if parents and the school staff feel that they are able to benefit from full-time attendance without becoming distressed or overtired, which is usually after week 5. We make sure that all reception children have a Year 6 buddy (Year 5 children will have meet them if they attend Busy Bees Nursery and/or on their pre-starting school visits) so that when they start school they have an older child for support at play times and lunch times. This relationship lasts all year and children have opportunities to read and sometimes work together.

## Visits

We welcome visits to the school. Parents who would like to visit the School or who are considering entering their children for admission are asked to get in touch with the Head teacher or Head of Early Years Foundation Stage who are always willing to show parents around and to answer any questions that they may have.

## In Year admissions

For applications which are made outside of the normal year of entry to the school, schools are responsible for offering places using the categories stated above and will inform parents their child/children have a place at the school. Please use the in-year admissions form on the above GCC website. Currently the Local Authority inform us when there is an in year admission request and we follow the normal Local Authority guidance for admission.

## Oversubscription criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. 'Looked After Children' (a) or children who were previously looked after but immediately after being looked after became subject to an adoption (b) a child arrangements order (c) or special guardianship order (d)

- (a) A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(b) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(c) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders.

(d) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have siblings attending the school and who will continue to do so at the time of their admission. We use the Local Authority's standard definition of 'sibling': '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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.'

3. Pupils with the strongest geographical claim based on straight line distance proximity of the child's home - those living nearer being accorded priority. This link shows last distances offered for each school:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-schemecriteria-and-protocol/allocation-day-statistics-for-gloucestershire-schools/>

### **Oversubscription**

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the Ordnance Survey Address Point of the child's home address (including flats) to Reception at the School, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If necessary, if two or more children live at a precise equitable distance from the school, a further tie-break of random allocation based on names being drawn in a lottery at a specified time by our admissions team will be applied, although we will endeavor to treat twins and children from multiple births jointly.

### **Appeals & waiting list**

If the school is oversubscribed a formal appeals procedure exists. Parents are invited to lodge an appeal in writing, addressed to the School, and their case will be heard by an independent Appeals Panel. We currently buy into the appeals process via GCC. The waiting list will be prioritised according to the school's oversubscription criteria above. GCC currently holds our waiting lists.

### **Education Health Care Plan**

Pupils with an Education Health Care Plan naming Chesterton Primary School will be offered a place prior to the oversubscription criteria being used to fill additional places at the School and, in the case of in-year admissions, even if the school is full.

### **Fair Access Protocols**

A vulnerable child within the Local Authority Protocols requiring a place in school will take precedent over any child on the waiting list.

## **Admission of Summer Born Children for Reception Entry**

The Local Governing Body acknowledges the updated advice from the Department of Education that, parents/carers of “summer born” children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Interim Local Governing Body will make a decision on behalf of the schools. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.