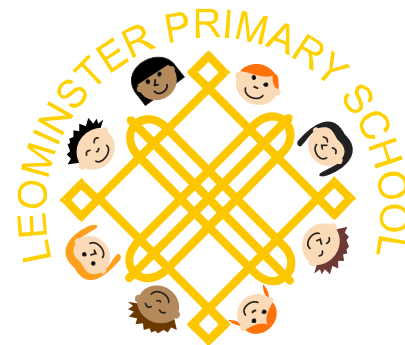


## **Leominster Primary School**



### **Admissions Policy**

Leominster Primary School caters for pupils between the ages of 3 and 11. The Governors of Leominster Primary School will admit up to 90 pupils in any one year.

The governing Body works with the Local Authority in order to ensure admissions are co-ordinated within the County.

Parents are invited to apply for a place in the school of their choice in the October before entering. (Online or by post). The lists are compiled in the following January and reviewed and updated each month following until August. The school is kept informed of any additions and changes each month.

### **Method of allocating Reception Places**

Parents receive information from the authority during the autumn term prior to the child's entry the following September and applications are made on line.

The authority will process all requests for places within the school.

Parents and school will be informed of allocations in April prior to entry in September. Should the number of applications exceed the space available the authority will apply the following criteria to decide the order in which places will be allocated on a waiting list. The Local Authority will keep a waiting list on behalf of the school.

- 1- All 'Looked after Children'
- 2- Children living in the defined catchment area of the school.
- 3- Children who have an older sibling at the school.
- 4- Pupils with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular school is necessary for the well-being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.
- 5- Out of area children

Children who have a statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.

If a place becomes available in the school it will be offered in accordance with the waiting list priority.

### **In Year Admissions**

Requests for admissions to the school into other year groups should be made on the In-Year application form and in accordance with the local Authority's coordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can be downloaded from the Authority website.

### **Admissions Appeal**

Any parent who is refused a school place for which they have applied has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favor of the parent the decision is binding on the school.

## **When should my child start school?**

Your child must be in school the term following their fifth birthday. This is unless you decide to educate them at home, in which case you must contact the Admissions Team who will advise you on what to do.

You can request that your child attends part-time until he/she reaches compulsory school age.

## **Open Morning**

School holds an Open Morning during the spring and autumn terms for the parents of children eligible to start the following September.

## **Pre-Entry Meeting**

All parents of children entering school for the first time will be invited to our information evening, usually in June.

Parents are introduced to teachers and support staff and given details of the induction program. Information leaflets and brochures are given out.

## **Home Visits**

Teachers and Class Assistants visit children and parents at home during the first days of the Autumn Term; an opportunity to get to know faces, discuss any concerns and exchange information.

## **Introductory Visits**

Parents and children are invited to a coffee morning or afternoon during the first week of the autumn term when parents stay and help their children become familiar with their new classroom.

## **Information gathering**

Parents are asked to provide all relevant information laid down in guidance from the government.

Parents are asked to provide information detailing the adults who will be able to pick up their child from school.

Parents are asked to give or withhold permission for emergency medical treatment.

Parents are asked to give or withhold permission for photographs to be used on the web site/school records and for use in the press.

## **Procedures for entry into Leominster Primary School Nursery**

### **Size, sessions and staffing:-**

Nursery constitutes two morning nursery class groups. Each group has space for 26 children. Each class group is staffed by a trained teacher and supported by a support assistant trained at NNEB level and another member of staff with an equivalent level. Sessions are 3 hours running from 9.00am to 12.00pm.

A lunchtime club runs from 12.00pm to 1.00pm. If a child is eligible for 30 hour funding, lunch club will be included. If a child is eligible for 15 hour funding only, parents/carers have two options (i) If parents want their child to spend 3 full days in nursery, lunch club will be chargeable (ii) If parents want lunch club to be included in the 15 hours, time in nursery will be reduced i.e. will not be 3 full days. Lunch club must be booked and paid for the week before. 2 NNEBs or equivalent trained staff supervises each lunch club.

Afternoon sessions run from 1.00pm to 3.00pm at a cost of £8 per session. These must be booked and paid for half- termly. These are staffed by a teacher and two NNEB 's. There are 24 places.

Nursery children must attend at least 3 mornings, but can use the 6 remaining hours of their NEF funding for further mornings or afternoons. Parents can choose to pay for additional sessions in the afternoon if they wish. The lunchtime club cannot be paid for with NEF funding therefore if a child is staying in nursery from 9.00am to 3.00pm there will be a charge for the lunchtime.

(All prices are correct at the time of printing, but please check with the nursery staff.)

### **Allocation of places:-**

Children are booked through the school office where an entry list is compiled in order of booking.

Children will be offered a place during the summer term prior to the autumn entry. When accepting a place the parents are asked to complete NEF documents and return them to school.

Places for the autumn term are offered to children who will be 4 during the following academic year. These children will attend the nursery for a full academic year.

Spaces will also be offered to children in the term that they will be 3 or any term after that. (depending on spaces available. They will start at the beginning of the term. These children will stay in nursery until the September after their 4<sup>th</sup> birthday.

Cases of need are considered in partnership with other agencies and we reserve the right to allocate places where appropriate.

Additional resources will be provided for children requiring specific support to enable them to access all aspects of the provision within the nursery.

### **Pre-entry meeting**

Parents are invited to an open morning when they are able to observe the nursery in action and meet the staff.

### **Home Visits**

Nursery staff visit children and parents prior to the child starting nursery..

### **Introductory visits to the nursery**

Parents are invited to coffee mornings at the start of the new term, prior to the child starting. Parents can stay with their child and give support in their new environment

### **Liaison with other Nursery Settings**

Staff work with and meet with other Early Years providers as part of the Early Year Partnership.

## **Parent Involvement/Key workers**

Key workers are allocated to each family enabling high levels of communication throughout the year. The teacher is always available to advise parents about how best to help their child.

**REVIEW DATE: June 2017**

**DATE OF NEXT REVIEW: June 2018**

Ratified by Governors on 11<sup>th</sup> July 2017