

Pipworth Community Primary School



Admissions



Article 23: I have the right to special care and education if I have a disability.

Article 28: I have the right to an education.

Article 29: I have a right to be supported to achieve in education.

Date Reviewed:	September 2024
Reviewed by:	Maria Jackson-Brown
Policy to be reviewed by:	September 2026

Our vision is for all pupils to achieve their best outcomes through a creative, inclusive and engaging curriculum, enabling them to become lifelong learners.

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions (revised September 2021). This was also later revised in the Education Act of 2002.

Our Admissions policy conforms to the regulations that are set out DfE School Admissions Code (September 2021) and the School Admission Appeals Code.

Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated equally, and in a sensitive manner.

- Meetings with parents and families.
- Additional meetings with parents whose first language is not English.
- Any letters translated as appropriate, including attendance letters.
- Children in class are supported with buddy system.
- Children with additional needs or a disability are given the same rights to a school place as other pupils. Additional support and services will be identified at the point of admission, if required, from outside agencies to ensure school are able to meet the needs of the child.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How parents can apply for their child to be admitted to our school

Our school is a community school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and

should be returned by the date stipulated on that form. Primary Admissions will notify parents of the decision as soon as all the applications have been considered.

In this area, children enter school at the start of the academic year in which they become five. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the end of January. This is processed by Primary Admissions and not the school.

Following notification from the LA that a school place has been offered a meeting will be arranged with parent/carers to complete a school admissions form and gather information that will enable school staff to meet the needs of the pupil. Following initial contact a start date will be agreed. Learning Mentors will make liaison with the previous school and any additional agencies working with the family (as appropriate).

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Sizes of classes for infants

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

The standard number

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 60. We keep this number under review, and the governors will apply to change the number if circumstances change.

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code on School Admissions Appeals, which came into force in September 2004.)

Fair Access Policy (FAP)

The FAP exists to ensure that vulnerable children, and those who are having difficulty securing school place in-year, are allocated a place as quickly as possible.

School will follow the Local Authority's and be guided by this, including the following:

- FAPs must not be used in place of the usual in-year admissions process. A parent can make an in-year application at any time and is entitled to have their preference met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.
- FAPs must only be used for children that meet the prescribed categories set out in paragraph 3.17 of the Code (see appendix)
- There is no duty to comply with parental preference when allocating places through the FAP but parents' wishes should be taken into account.
- When seeking to place a child through the FAP, no school (including those with places available) should be asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are otherwise being placed via the FAP.
- Admission authorities must admit children when asked to do so in accordance with the FAP. Where an admission authority fails to comply with the FAP, they may be directed to do so.

School will work collaboratively with the admission authorities and local authorities when making decisions under the FAP, taking into account the needs of the child and the views of the parent/carer.

Pipworth Nursery offers 15 hours of Free Early Learning (FEL) the term after a child's third birthday, or 30 hours for employed parents (evidence to be provided for eligibility).

Children Born Between:	Can begin to access from:
1st January – 31st March	1st April following the child's third birthday
1st April – 31st August	1st September following the child's third birthday
1st September – 31st December	1st January following the child's third birthday

Parents can complete a nursery (FS1) expression of interest form at any time and will be contacted one month before their child is due to start in our FS1 setting.

In preparation for being put on role the following activities are required to happen:

- A School Admission form has to be completed and returned to the school office
 - o Declaration of allergies
 - o Information of any outside agency involvement to be shared
 - Speech and Language Therapist (SALT)
 - Hospitals
 - Special Educational Needs and Disabilities
 - Any pathways that the child is on for further assessment
- Proof of identity with a birth certificate for the child and passport (or similar identification) for the parent / carer
- Parents / carers to sign 'Home school agreement'
- Parents sign a parent declaration indicating that they have chosen Pipworth Nursery for their Free Early Learning (this allows Pipworth nursery to claim for the child's government funded place)
- Parents must disclose if hours being claimed elsewhere, **it is the parents' responsibility to give notice** (usually 4 weeks) to the other setting. Children will not be admitted at Pipworth Nursery until they have completed the notice period at their previous setting. Parents are able to split their Free Early Learning between two settings if they require.

Once all forms have been completed and checked, these will be passed on to the nursery teacher who will make contact with parents/carers to arrange:

- A date and time to visit
- A pattern of session and times required

In consultation with nursery staff, parents of children with 15 hours can choose how they use them within the week. Sessions can be taken as mornings only, or afternoons only or a mixture of full and half days.

The nursery sessions are:-

Morning	8.30 - 11.30 am	Afternoon	12.00 – 3.00 pm
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In the event of Pipworth Nursery becoming full, children will be placed on a waiting list on a first come first served basis; with the exception of children who are looked after by the local authority who will be given priority.

Appendix

Paragraph 3.17 of the Code

- Children either subject to a Child in Need Plan or a Child Protection Plan, or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the FAP.
- Children living in a refuge or in other Relevant Accommodation at the point of being referred to the FAP.
- Children from the criminal justice system.
- Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education
- Children with special educational needs (but without an education, health and care plan), disabilities or medical conditions
- Children who are carers
- Children who are homeless
- Children in formal kinship care arrangements
- Children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers
- Children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code
- Children for whom a place has not been sought due to exceptional circumstances
- Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home (this does not include circumstances where a suitable place has been offered to a child and this has not been accepted)
- Previously looked after children for whom the local authority has been unable to promptly secure a school place¹