

# FINSTALL FIRST SCHOOL

## POLICY ON SCHOOL ADMISSIONS

PERSON RESPONSIBLE: Head Teacher

At Finstall First School, we admit pupils from the beginning of the academic year in which they are five (See Induction procedures in Appendix 1).

In Reception, we expect the children to start school in September. However, should a parent wish to discuss deferred entry, they should contact the Head Teacher.

Parents who wish to view the school prior to application are welcome to make an appointment by contacting the school secretary.

In accordance with current regulations, the Local Authority and Governing Body consult annually on school admission arrangements to establish a "PLANNED ADMISSION NUMBER (PAN)." For the current year,

### **Our planned admission number is 60 pupils**

The Local Authority is responsible for allocating places not the governors. Key Stage 1 classes cannot exceed 30 pupils. The number planned for our Key Stage 2 classes is also 30.

Worcestershire County Council's Information for Parents on Admissions and Transfers to Schools is available to view online at

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

The Information for Parents contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read this information prior to making an application.**

The information below briefly explains:

### **How to apply for a school place in the normal round of admissions**

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete their application online by the closing date – usually mid-January (15<sup>th</sup> Jan 2016) of the year of admission - by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet, you can get online at any Worcestershire library or telephone School Admissions on 01905 822700 if you need assistance.

**The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the Child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.**

No right to a place in the school is guaranteed by completion of the form.

## **When are decisions made?**

For pupils resident in Worcestershire, the offer letters will be posted on a specified date – usually mid–late April of the year of admission (**tbc was 16<sup>th</sup> April in 2015**) via second class postage. They will be sent direct to parents, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places. The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

**For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.**

## **Admissions to schools during the year outside the normal round of Admissions**

The procedure for in-year admissions for Worcestershire residents is as follows:

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Child's current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download form from website [www.worcestershire.gov.uk/school\\_admissions](http://www.worcestershire.gov.uk/school_admissions)
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) The parent should then forward form onto their Home Authority Admissions Team to be processed.
- 4) The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
- 5) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places, the "home" LA will be notified of the decision – see items 4 and 5 above).

Where admission levels for the school are above the Planned Admission Number, the information contained on the forms will be used to allocate places according to the criteria, below.

The pupils to be admitted will be prioritised using the following criteria laid down by the LA:-

- i) Relevant \*'Looked after' children
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time

of admission. Copies of catchment area maps, if required, are available from the LA or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vi) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the centre of the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. *(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).*

In accordance with legislation, a child with a Statement of Special Educational Needs will be offered a place at the school named in the Statement.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the order indicated above to all catchment area applicants, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

**The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers' partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.**

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

When an application for admission has been refused the parents have redress to a Local Authority appeals procedure.

## Late Applications

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances:

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

## Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Pupil Admissions and Transfers Section and are operated in line with the admissions criteria for the school. Parents must apply in writing direct to the Pupil Admissions and Transfers Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list. The LA will not accept application requests by telephone or via email. If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the beginning of each term to:

Pupil Admissions and Transfers Section  
Children's Services Directorate  
PO Box 73  
Worcester WR5 2YA

Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.

This policy was approved by the sub-committee of the governing body on 11 <sup>th</sup> May 2015
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This policy will be reviewed annually in the Summer term.
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Governor Responsible: Juliette Fleming
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## **SCHOOL INDUCTION PROGRAMME**

### **School Induction Programme**

The school induction programme has been developed to provide the best possible introduction to schooling for pupils. As all pupils are individuals, we customise the induction programme to suit individual needs, prioritising what is in the best educational interest of each **child**. This is the case for children starting in any year group within the school. The teaching staff will always discuss the induction process with parents.

For children starting in Reception, it is our aim to work closely with parents to ensure that children settle easily and happily into school life. Some children will find it easier than others - the younger children, especially, will find a whole day in school very tiring after their sessions in previous settings with smaller groups of children. You, as parents, can help us to fully understand your child's needs during the induction period. Please work with the school to support both your child and the staff. When allocating children to classes, each class will be mixed, as far as possible, with reasonably equal numbers of boys and girls and a reasonably even balance of ages.

The induction programme for children in Reception is as follows:-

- Parents of all children who are registered for admission and have received official notification from the **Admissions Officer** indicating that the child may attend this school are invited to attend a special meeting early in the Summer term. Details of the induction process are discussed, specific dates announced and parents are given an opportunity to ask questions and look around the classrooms. Subsequently, letters confirming these arrangements will be distributed to all parents with children due to start in Reception during the forthcoming year.
- The school runs a **Story Club** during the Summer Term prior to admission. Our Reception team will also do their utmost to visit the new intake in their respective pre-school / nursery settings at some point during the Summer term.
- During July, our new Reception intake will be invited to attend a half day session as part of our induction day.
- In Reception, we expect the children to start school in September. At the beginning of September there will be an induction period of three weeks. The induction process incorporates a staggered entry system. Children will start school in three groups, according to their age, attending a morning or an afternoon session or both during the first three weeks of term, as outlined below. This serves 4 main purposes:

To gradually introduce children to a full school day

To allow the staff to get to know the children in smaller groups

To enable staff to carry out important assessments of your child

To ensure that the children can gradually become familiar with their new school and routines

### Week One

Group 1 will be invited to attend the morning sessions and stay for lunch.

Group 2 will be invited to attend the afternoon sessions.

### Week Two

Group 1 will be invited to attend school all day.

Group 2 will be invited to attend the morning sessions and stay for lunch.

Group 3 will be invited to attend the afternoon sessions.

### Week Three

Group 1 will continue to attend school all day.

Group 2 will be invited to attend school all day.

Group 3 will be invited to attend the morning sessions and stay for lunch.

- The groupings are decided, primarily, with regard to the age of individual children. Group 1 will generally include the children with Autumn birthdays (Sept – Dec), Group 2 will generally be made up of children with Spring birthdays (Jan – Apr) and Group 3 will generally be made up of those children who have birthdays during the Summer months (May – Aug). Information gained from the pre-school settings and parents may also influence our decision. The criteria for determining such groups must remain reasonably flexible as this will be dependent on the cohort of children that will be entering the school each year.
- Once the three-week induction period is over, we anticipate that all children will be in school full time. However, some younger children may still find whole day sessions very tiring at first, and we might need to build up to a full day even more gradually. Please do not hesitate to approach the school if you have concerns about your child's induction.

Very soon after the induction period, parents will have the opportunity to meet with the Class Teacher(s) to discuss and contribute to the teachers' baseline assessments of their child.

When parents accept an offer of a place for their child at our school, we expect them to adhere to our Admissions Policy and fully support our Induction Programme.