



# Langley Mill C of E (Controlled) Infant School and Nursery

## ADMISSIONS POLICY

This policy has been impact assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Approved by GB	Next review date	Minute Number
Karen Scrivens	September 2011		September 2012	
Karen Scrivens	August 2012	03/10/2012	July 2013	GB/2012/70
Karen Toft	October 2013	3/12/2013	October 2014	GB/2013/79
Karen Scrivens	October 2014	03/12/2014	October 2015	GB/2014/87
Karen Scrivens	September 2015	30/09/2015	September 2016	GB/2015/71
Karen Scrivens	September 2016	21/09/2016	September 2017	GB/2016/68
Karen Scrivens	September 2017		September 2018	

## Langley Mill Church of England (Controlled) Infant School - Admissions Policy

Schools other than voluntary aided Church of England, Catholic and Methodist schools no longer coordinate their own admissions and this is now carried out by the Local Authority. In voluntary controlled schools like ours, Derbyshire County Council decides the rules for getting places. These rules are known as 'admissions criteria' as seen in 'How to apply for a place at Primary School – A guide for parents' and given further below.

Under the 1996 Education Act, parents have a legal right to express a preference for which school they want their child to attend. The county council and school governors have a general duty to meet this preference – as long as it does not “prejudice the provision of efficient education or the efficient use of resources” or the council or governors are required to take extra measures under the Key Stage 1 class size legislation.

Even if a child attends a nursery class at a school or co-located children's centre, parents must make a new application for a reception place. Children do not transfer automatically. Attendance at a particular nursery gives no priority for a place at an infant or primary school. Similarly, a new application must be made for transfer from infant to junior school.

In law, there is no automatic right to a place in any particular school. The Local Authority will allocate parent's one place at the highest priority school possible. Where they cannot offer a place at any of the parents chosen schools, their child will be allocated a place at the normal area school – if places are still available – or the nearest school with places available.

School admissions for children starting school for the first time and for children transferring from infant schools to junior education are considered on an annual basis – so it is not possible to confirm that a place is available at a school any earlier than during the year before your child will join.

Each year primary schools have to admit eligible pupils on request up to their published admission number (which for this school is 42) which takes account the amount of accommodation available.

### Admissions Criteria for Voluntary Controlled Schools:

Individual pupils who have an EHC plan which names the school will be admitted if needs can be met.

In deciding on admissions to all voluntary controlled schools in Derbyshire, the following order of priority is adopted:

- 1) Children in Care (CiC).
- 2) Children living in the normal area served by the school at the time of application and admission (including those living in another council's area).
- 3) Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
- 4) Children whose parents request a place on religious grounds.
- 5) Other children whose parents have requested a place.

Where, in the case of 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the nearest available route) will be given preference.

## Langley Mill Church of England (Controlled) Nursery School - Admissions Policy

All children have the right to a free early year's education place in the term following their third birthday, subject to availability of places.

**Term 1:** September – December

**Term 2:** January – April

**Term 3:** May – August

In our nursery we can accommodate 26 full time equivalent (FTE) children in each session. Children will receive either a morning session (8.45am-11.45am) or an afternoon session (12.30pm-3.30pm) and attend for five sessions each week.

Places are allocated according to age. Names will be registered as early as possible although children will not be eligible for a place until their third birthday. The number of children transferring to the reception class in the autumn term will affect the number of children admitted as well as their age on admittance.

Places can be offered to rising three children (the term prior to their third birthday) where they are entitled to two year funding. These places are limited to four per session.

Parents should contact the Headteacher when requiring a nursery place, remembering that there is often a waiting list. If too many places are requested, governors will use the following order of priorities.

- 1) Children who have a safeguarding plan.
- 2) Children who are – or are likely to be – the subject of an EHC plan.
- 3) Children whose families are suffering severe social and psychological stress which could significantly affect the child's development.
- 4) Other children from the normal area of the school.
- 5) Other children from the wider area served by the school.

In the case of 4) and 5) above, priority will be given to those children who have had their fourth birthday.

Please note, parents have no automatic right to a nursery place for their child into their normal area school. Parents should not be allocated places in more than one council-run nursery school for their child. The rules on admission and appeal, as explained earlier for infant school, do not apply to nursery schools and classes.

If a child cannot be admitted to a nursery class at their parent's preferred school they should make representations to the Headteacher in the first instance.

When a place becomes available a letter will be sent to parent asking if they still require the place and parents are asked to notify the nursery of their acceptance. Visits will then be arranged, where relevant forms are to be completed before, or on starting date at the nursery.

During 3 pre-starting visits, the children and parents are introduced to the nursery routine. The parents are asked to stay with their child for the first few days, once the child is settled they will start the nursery formally.

Where a place becomes available due to a child leaving the area then this process is shortened with the child starting the day following registration.