



Admissions Policy

May 2017

Review Date: April 2020

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Chair of Governors

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Date

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Head Teacher

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Date

Admissions

Featherstone Wood is a community school and admits children in accordance with the Education Authority's Education Policy as set out in the booklet 'Primary Education' available at the school or Local Education Office. The school year runs from the 1st September to 31st August.

Please click on the link for further information www.hertsdirect.org/admissions

We would love to show you round our school and look forward to meeting you.

Starting Nursery

All applications for Nursery places are handled directly by the school. Please contact the office on **01438 235550** to find out if we have any spare places.

The main intake for nursery will be the September **after** the child turns three. Pupils are entitled to a Nursery place **the term after** they turn three. If the Nursery class has spaces, we will offer these places to eligible families. This means that children with birthdays in the Autumn term (September – December) can start Nursery the January after their third birthday and complete five terms in Nursery. Children with birthdays in the Spring term (January – March) can start Nursery the April after their third birthday and complete four terms in Nursery.

We have a 30 place nursery which operates in the mornings. There is a staggered intake in the first weeks of the autumn term to allow staff to do home visits but we aim to get the children started in the Nursery promptly.

From September 2017, we will be offering the **30 hours free nursery early education** to eligible families term time only. To qualify for the free childcare all parents in the household must be: -

- working **at least 16 hours a week**
- **earn at least £107 per week** up to a max of £100,000
- Self-employed or zero contract hours need to meet above criteria
- 1 parent employed and 1 parent disabled or incapacitated based on receipt of specific benefits
- Both employed but 1 temporarily away from workplace – parental, maternity, paternity or adoption leave
- Both employed but 1 temporarily away from workplace on statutory sick pay

The core offer of 15 hours is every morning in the nursery 8.50-12.00.

The school does have a breakfast club facility that is available from 7.45 but this needs to be booked and paid for half a term in advance.

If eligible you may choose to take up the afternoon provision – 12.00 – 3.25. You do not have to take all 5 afternoons but your days need to be booked half a term in advance. If you do require the whole 5 days you will be required to pay £12 a week. This covers the 2 hours over the free 30 hours. This must be paid half a term in

advance at the time of booking. Non-payment will mean you will lose your place for the afternoon session.

Families whose circumstances change, meaning they are no longer eligible to the **30 hours** free, will receive a “grace period” – this means they will be able to keep their children at the setting for a short period. Once the “grace period” has lapsed they will still be entitled to the 15 hours in the morning. If they wish to continue with the afternoon sessions they will need to pay for any further hours. **This will need to be booked and paid for half a term in advance.**

Families who are not eligible for the 30 hours will still get the 15 hours free of childcare in the mornings and will have the option to pay for additional hours. **This will need to be booked and paid for half a term in advance.**

Term for 2017/18	Cost for the whole week if entitled to 30 hours 1 week = £12	Cost if not entitled to 30 hours at 1 st 15 hours free, remaining time £6 per hour 1 day = £21 1 week = £105	Breakfast club cost at £2 a day 1 week = £10 a week
Autumn 1 7 weeks	£84	£735	£70
Autumn 2 7 weeks & 1 day	£84	£756	£72
Spring 1 5 weeks & 3 days	£60	£588	£56
Spring 2 5 weeks & 3 days	£60	£588	£56
Summer 1 5 weeks & 4 days	£60	£609	£54
Summer 2 7 weeks	£84	£735	£70

Parents must apply for Nursery places following the guidelines set out in the Primary Education in Hertfordshire booklet. Places will be allocated by the school.

All children staying for the afternoon will be eligible for a school packed lunch (not a hot dinner) or a home packed lunch can be provided if preferred.

Absence through sickness or holiday in term time will not be refunded as we have to cover our staffing costs.

If the number of applications is less than the number of nursery places available the school will accept all the applications. The school will allocate places using Hertfordshire County Council's published criteria set out below.

Additional sessions can be added but requests need to be submitted to the office in advance of the day the extra session is required for. These sessions are allocated on a first come first served basis according to availability.

Nursery admissions criteria

1. Children with the school named on their EHCP.
2. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
3. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
4. Any other children, based on distance from school – the nearest children will get priority.

Other applicants in line with the following priorities:

- I. Children for whom it can be demonstrated that they have a particulate medical or social need to go to the school.
- II. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school that is year 6.

Preference will be given to those families requesting 30 hour places. All places will be offered in accordance with criteria 1-4, regardless of whether a 15 hour or 30 hour place is being offered.

Starting Reception

We operate a single entry admission so all children start in Reception in the September. We ensure that transition sessions are held to support our children and families with starting full-time school.

All applications for reception places are handled by the Local Authority and can be accessed on the link above. If you do not have access to a computer or you would like support in applying please contact the school office, we are more than happy to help.

Children Looked after – Children with Special Guardianship Orders are not classified bylaw as Children Looked After. Applications can be made with suitable supporting professional evidence under the Social and Medical rule.

Children with Residence Orders are not classified by law as Children Looked After. Applications can be made with suitable professional evidence under the Social and Medical rule.

Children with Adoption Orders are not classified by law as Children Looked After. Applications can be made with suitable professional evidence under the Social and Medical rule.

Children in the process of being placed for adoption are classified by law as Children Looked After providing there is a Placement Order. Applications would be prioritised under the Children Looked After rule.

Social and Medical Applications – All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few exceptional cases, there are reasons why a child has to go to one specific school.

This rule allows the exceptional and compelling circumstances of individual children and families to be taken into account. **Evidence must be provided and it must relate specifically to our school.** It must clearly demonstrate why Featherstone Wood Primary School is the only Nursery that can meet the child's needs.

All applications under the Medical and Social rule are considered individually/

A successful application will include:

- Specific professional evidence that justifies why Featherstone Wood Primary School is the only Nursery that can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why Featherstone Wood Primary School is the only Nursery that can meet the child's needs.
- If our school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
- Medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at our school essential and evidence should make clear why only our school is appropriate.

Submitting Evidence

Online applications should be received by the school by the closing date. Information provided after the closing date will only be considered when there are significant changes of circumstances.

Tie-break

If more children qualify under a particular rule than there are places available, distance measurement will be used by applying the next rule to those children.

If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Hertfordshire County Council will provide the measurements.

Where there is a need for a tie-breaker where two different addresses measure the same distance from our school, for example in the case of a block of flats, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Hertfordshire County Council Admissions Team can be contacted on 0300 123 4043 for more information.

www.hertsdirect.org/services/edlearn/admissions.

Additional Information

Early Years Foundation Stage 1 Curriculum

In order to be able to deliver the Early Years Foundation Stage 1 curriculum we require your child to attend a minimum of 5 morning sessions per week. This enables us to deliver the correct curriculum and monitor progress in their learning and development.

There is a set criteria and process for applications for additional sessions.

These requests will be catered for if there is availability on the days requested.

Once sessions have been agreed, they cannot be altered during the half term.

Additional sessions

The request form must be completed and returned to the school office.

These additional sessions will be allocated on a first come first served basis according to availability.

Forms requesting additional sessions must be returned by the date given on the form.

Prompt payment is required for all additional sessions as per our charging policy.

Absence through sickness or holiday in term time will not be refunded. There is no charge for any additional sessions when the school is closed.

In Year Admissions

Joining - moving to a new school is a major decision that you may choose to make for a variety of reasons. It is important that you discuss it with your child's current school and visit potential new schools before finalising decisions. This process is called 'in-year' admissions and all applications are now handled via your child's home Local Authority (please use the link above). Please contact your current school and ask for an application pack. If you are looking for a Nursery place halfway through the year, you should contact the school office, as these are the only in-year admissions that are handled directly by the school.

Leaving – moving schools is always a difficult and emotional decision. It is important that discussions take place with your current school and we look forward to meeting you. Application packs are available from the school office.

Featherstone Wood Primary and Nursery School

Criteria for requesting additional sessions for my child in Nursery.

Name of Child

I agree to the following

- My child is eligible for the 30 hours free childcare and I can provide the school with proof.
- I have read, understand and agree with the Admissions Policy.
- Once sessions have been agreed, they cannot be altered during the half term.
- Invoices for additional sessions are sent out in advance. Prompt payment is due by the date noted on the invoice.
- Additional sessions are offered on a first come first served basis.

Signed by parents/carer

I wish for my child to attend (please circle) 1 2 3 4 5 extra session per week.

On a (please circle) Monday Tuesday Wednesday Thursday Friday afternoon for weeks/ ongoing.

I wish my child to attend an extra one off session on (please insert date).

I wish my child to receive (please circle)

A school packed lunch

I will provide a home packed lunch.

I wish my child to attend breakfast club on a (please circle)

Monday Tuesday Wednesday Thursday Friday

I enclose payment for the above extra sessions total of £.....