



# Admissions Policy

*Spring 2023*

*Review Date: Spring 2026*

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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 1<sup>st</sup> September to 31<sup>st</sup> August.

Please click on the link for further information [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

<https://www.hertfordshire.gov.uk/actweb/education/Admissions/startpage.cfm>

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.

In addition, we will be offering the **30 hours free nursery early education** to eligible families term time only. To qualify for the free childcare please visit the Government website to check criteria: -

<https://www.gov.uk/30-hours-free-childcare>

The core offer of 15 hours is every morning in the nursery 8.50-11.50.

The school does have a breakfast club facility that is available from 7.45 but this needs to be booked and paid for using The Gateway App.

The school operates a breakfast club from 7.45am @ £3.00 a session. Please book via the Gateway app.

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 £15 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 2020/21                            | Cost for the whole week if entitled to 30 hours<br>1 week = £15 | Cost if not entitled to 30 hours at 1 <sup>st</sup> 15 hours free, remaining time £7.50 per hour<br>1 day = £26.25<br>1 week = £131.25 |
|---|---|--|
| <b><u>Autumn 1</u></b><br>7 weeks           | £105  | £918.75  |
| <b><u>Autumn 2</u></b><br>7 weeks<br>1 day  | £105  | £945.00  |
| <b><u>Spring 1</u></b><br>5 weeks<br>2 days | £75   | £708.75  |
| <b><u>Spring 2</u></b><br>5 weeks<br>4 day  | £90   | £761.25  |
| <b><u>Summer 1</u></b><br>5 weeks<br>4 days | £75   | £761.25  |

|                        |      |         |
|------------------------|------|---------|
| <b><u>Summer 2</u></b> | £105 | £866.25 |
| 6 weeks                |      |         |
| 3 days                 |      |         |

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 lunch at a price of £2.50 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 arrangement 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.

## **Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2023/24**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

### **Oversubscription criteria**

**Rule 1: Children looked after** and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.

### **Rule 2: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

**Rule 3: Linked School** (This rule only applies to pupils who are currently attending an infant school which has a linked junior school<sup>1</sup>.)

In the case of junior schools, children who attend the linked infant school at the time of their application.

### **Rule 4: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application\*. This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.

### **Rule 5: Nearest School**

Children for whom it is their nearest school or academy.

This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

### **Rule 6: Distance**

Children who live nearest to the school.

Children not considered under rule 5 will be considered under rule 6.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

### **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, 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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each

preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **Continuing Interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year

group until the summer term (date to be confirmed). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

### **In Year Admissions**

Hertfordshire County Council co-ordinate In Year Admissions for all community and voluntary controlled schools. Information about how to apply and the online application form can be found at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) The oversubscription criteria outlined above is used to prioritise all In Year applications to community and voluntary controlled schools.

### **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required

## **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). 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.

### **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 £.....