

**Portesham CE VA Primary School  
Portesham Foundation Stage Unit**

**Admissions Policy**

**The childcare provision will comply with its obligations under the Race Relations Act 1976, the Race Relation Act 1976 (amendment) regulations 2003, the Sex Discrimination Act 1986, the Rehabilitation of Offenders Act 1974 and the Disabilities Act (1995) (as amended by the Special Educational Needs and Disability Act 2001,) The Employment Act 2002 and The Children Act 1989.**

Aims

We aim to make the Foundation Stage Unit accessible to all families from the local community. We welcome children, fathers, mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities. In consultation with parents/carers we will endeavour to accommodate all children's needs being flexible enough to adapt to the changing needs of the child. We are flexible about attendance patterns and payments to accommodate the needs of individual children and families.

Procedure

- Parents are required to express an interest, prior to their child attending the Foundation Stage Unit.
- All applications are placed on the waiting list by order of the date of receipt.
- Applications will only be accepted on to the waiting list three months before the expected birth of the child.
- If someone has withdrawn and then re-applies their application returns to the bottom of the waiting list.
- Places will be offered to children with a sibling already here to ensure continuity.
- Twin and multiple birth places will be allocated from the waiting list in the same way.
- Priority will be given to teenage parents in order to complete their education.
- Priority will be given to children referred by social services, with particular reference to those considered to be at risk in terms of child protection.
- Part time places will be considered for any child on the child protection register, children in care, single parent families in special need, children identified as having special educational needs (as defined by the Education Act 1981) or children with educational, emotional or social needs not covered above.
- When new children join the Foundation Stage Unit it is important that parents realise that the process of applying for a place at Portesham Primary School, F2 Reception Class, is separate to that of applying for a place in F1 Busy Bees. Parents whose children attend Busy Bees, particularly from outside the catchment area of Portesham Primary School, should be reminded that their child is not guaranteed a place at the school when he/she reaches the normal school starting age (i.e. the September of the academic year in which the child will be five), and must apply through the normal County Council admissions procedures.

LEA Admissions

- Admission to the Foundation Stage Unit is in line with LA guidelines.
- Application forms for Foundation Stage Unit places are available from the office.
- Parents are asked to make an appointment with the Child Care Supervisor should they wish to visit the Foundation Stage Unit prior to application.
- Children may start claiming their 15 hours funded place from the beginning of the term following their third birthday.
- Children claiming their NEF funded place may attend in a flexible pattern. It is possible for children to attend longer sessions and pay top up fees. Children can claim up to a maximum of 6 hours per day on a funded NEF place.
- Each morning session is 2.75 hours in length; each afternoon session is 2.5 hours in length. The Foundation Stage Unit staff try to accommodate parental preference for session times wherever possible.