

Sandbrook Primary School

Admission

to

Foundation Stage

Policy

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Statement of intent

At Sandbrook Primary School, we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 30 in Foundation Stage 2. Admission numbers for Foundation Stage 1 are determined by staffing levels.

The table below sets out who the admission authority is.

Foundation Stage	Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
2 (Reception)	Community school	LA	Schools Adjudicator	LA
1 - Universal Funded 15 Hours	Community School	Governing Body	Headteacher	Headteacher
1 - Hours in Addition to Universal Funded 15 Hours	Community School	Governing Body	Headteacher	Headteacher

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

1.2. This policy operates in conjunction with the following school policies:

- [Equal Opportunities Policy](#)
- [General Data Protection Regulations Policy](#)

2. Roles and responsibilities

- Entry into full-time schooling (Foundation Stage 2) is co-ordinated by the Primary Admissions team within the Local Authority (www.wirral.gov.uk/schooladmissions)
- Entry to our pre-school (Foundation stage 1) is co-ordinated by the school office.

3. Admissions

Children apply for a place in Foundation Stage 2 by the January of the year they are due to join (the school year in which they turn 5 years old). See www.wirral.gov.uk/schooladmissions for further details of the process involved.

Children attending Foundation Stage 1 can join the term after their 3rd birthday. Universal Funding covers the morning hours of 8.45 – 11.55 Monday to Friday. Entry to Foundation Stage is made by completing a Nursery Application Form and an Early Years Funding Form. A copy of the child's birth certificate should also be seen and a copy retained on file.

Oversubscription criteria – FS2 & FS1 Universal Funded hours

3.1. In the event of there being an oversubscription of applicants to the school, the Local Authority and school will follow the published procedure (see Appendix 1).

Oversubscription criteria – FS1 Additional Hours

3.2. In the event of there being an oversubscription of applicants to the school, a waiting list will be maintained and places allocated using the school's admissions priority criteria.

4. Admissions appeals

Admissions appeals – FS2

- 4.1. When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.
- 4.2. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing.

Admissions appeals – FS1 (Universal Funded Hours)

- 4.3. Parents must make their appeal in writing to the Headteacher

5. Foundation Stage 1 pupils requiring additional hours

Parents can request additional hours (over their Universal Funding of 15 hours) for their children for the following reasons:

- They are eligible for receipt of extended funding (criteria applies - see <https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-three-and-four-year-olds>)
- They are willing to pay a small fee

Additional hours covers from the end of the morning session until 3.15pm. Children are not able to stay past 3.15pm.

Requests for additional hours will be allocated at the discretion of the Headteacher (due to budget and extra staffing requirements). The following priority order will apply when allocating additional hours places:

- Children in receipt of 30 Hours Funding (working parents or working foster carers in receipt of eligible code from HMRC or via a social worker)
- Children who attend our morning nursery who are 'looked after' or 'previously looked after' (fee paying)
- Children of Service Personnel (fee paying)
- Children in receipt of Pupil Premium (fee paying)
- Children who attend our morning nursery (fee paying)
- Children with siblings within school (fee paying)
- Children from out of catchment area (fee paying)

All children will be required to bring a packed lunch or pay for a school meal. Universal Free School Meals does not apply to nursery children. Applications for children whose parents will be paying a fee will be by completed Payment Agreement Form. Parents will receive a letter stating when their child will be able to start their additional hours.

The Headteacher reserves the right to withdraw a place should fees not be paid (in accordance with our Charging Policy) or the eligibility to a funded place ceases. Should a parent whose eligibility to a funded place has ceased be willing to pay, they will be subject to the priority criteria above and may go on a waiting list for a place to become available.

The school will operate a waiting list of children wanting extended hours for whom a place may not currently be available. Should more than one child be eligible who meet the same priority criteria, the child whose birthday is first within that school year will be offered the place.

6. Monitoring and review

- 6.1. This policy will be reviewed by the governing board on an annual basis.
- 6.2. Any changes to this policy will be communicated to all staff and other interested parties.
- 6.3. The next scheduled review date for this policy is September 2020.

Appendix 1

The following is an extract from Wirral Council's Primary Admissions Policy and relates to full-time Foundation Stage 2 (Reception) pupils and Foundation Stage 1 Universal Funded pupils from September 2020.

Wirral Community & Voluntary Controlled Primary Schools Admission Policy 2020-21

Applications submitted by the 15 January 2020 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

1. Children who are looked after (in care), and children who were looked after but have been adopted or are subject to a residency order or special guardianship order ('previously in care').
2. Parents of children who live 'in zone' and already have older brothers or sisters at the school living in the same household at the time of the start date. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
3. Parents of pupils who live 'in zone' and nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route. If children do not live in the school's catchment area and if places remain available, places will be allocated in accordance with the following criteria:
4. To children who already have older brother or sisters at the school when they are due to start and living in the same household. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
5. To pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

NOTES

a. **Catchment zones.** Parents are advised to always include their zoned school as one of their preferences. A catchment area finder using the street name is available on the Council's website at www.wirral.gov.uk/schooladmissions

Please note that a place in your catchment school cannot be absolutely guaranteed, for example a school with an admission number of 30 may have more than 30 applications from parents living within the catchment area. Places would only be able to be offered up to the admission number and not beyond.

b. **A Looked After child** is a child who is a) in the care of a Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.

c. **Siblings.** A sibling is a brother or sister, half brother or sister, adopted brother or sister, step-brother of sister or the child of the parent/carer's partner, where they are living in the same family unit/household at the same address. In the case of an infant school we will also treat a brother or sister at the junior school as a sibling but they will be given lower priority to children at the same infant school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.

d. Home address. This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use the address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person. Proof of residence may be requested which may include: a solicitors letter confirming completion date of a sale, a signed rental agreement showing the start and duration of the tenancy, and may include proof of sale of a previous property. Copies of Council tax and utility bills relevant to the property may also be requested. The information provided may be shared with other Departments of the Council in order to verify the authenticity of pupil's addresses.

e. Applications from separated parents. Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the application will be accepted from the parent with whom the child is "ordinarily resident". This is defined as the address at which the child lives for the majority of the school week (Monday to Friday). Proof of address and residence arrangements will be required with the application or may be requested.

f. Changes of address. Parents and carers must inform the Council immediately in writing of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested - for example, copies of council tax and utility bills or any other information considered relevant to the application including evidence of disposal of previous property. Information and supporting evidence must be received by 28 February. Proof of residency received after 28 February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

g. Deferred entry. Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term following their 5th birthday). The request must be put in writing to the local authority. Parents should note that if a summer born child delays entry to the September after their 5th birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2. Parents intending to request their child enter Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council prior to 15 January to discuss actions. Requests will be considered on the circumstances of each individual case and will require agreement from the allocated school.

h. Applying for a place. Parents must return online or paper forms to the Children and Young People's Department by 15 January to ensure the allocation of a school place on 16 April or next working day. Applications received after the published deadline of 15 January will be dealt with once the offer of places has been sent to parents on 16 April.

i. Late applications. If places remain after all "on-time" applicants have been allocated places, places will then be allocated to late applicants (received after 15 January) up to the schools admission number according to the admission criteria above.

j. Home to school distances. The "shortest road route" from home to school starts at the "seed point" of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority's digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the "shortest road route" is the nearest open

gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school. The shortest road route is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent). The same measuring system must be used for pupils in relation to admission to schools as this treats all pupils equally. Other measuring systems may give a different measurement but the Authority cannot take a measurement from another system into account. Online systems that parents may use for comparison, including Google Maps and walk-it.com etc. use the free Ordnance Survey Meridian dataset which is far less detailed, and consequently less accurate. They will not have an accurate starting point, will not bar unsuitable paths, and will not include accurate positions for the gates of the school being measured to. For addresses outside the Authority's digitised network of approximately 48 square miles, including overseas addresses, an internet mapping solution will be used, e.g. maps.google.co.uk. As a general guide, routes without pavements AND street lighting will be considered to be unsafe. In the event that two or more applicants where this distance would be the last place to be allocated, one application will be chosen at random.

k. Continuing interest list. A continuing interest list of children whose parents have expressed an interest in obtaining a Foundation 2 place at the school will be maintained until the end of August. This will include both late and on-time applicants. Priority on the list will be given in accordance with the published criteria and does not take into account how long the child has been on the list, or whether an appeal has been submitted. Each added child requires the list to be ranked again in line with the published admission criteria. The Authority will contact parents directly if a place becomes available for their child. In August, the Authority will then write to the parents of those children who have expressed a continuing interest to ask if they wish to remain on the list, which will then be held open until the end of the Autumn term. Schools cannot make offers of places to parents. It is not necessary to submit an appeal (see below) in order to be added to the continuing interest list.

l. In Year applications. Applications must be made on a common Primary School Transfer form stating up to three school preferences, directly to the Mainstream Admissions team, stating the reasons why a transfer is being requested. Applications will be dealt with as set out in the Wirral Co-ordinated Scheme for Admissions.

m. Infant Class Size limit. It is the duty of the governing body of schools to comply with regulations on class size limits at Foundation 2 and Key Stage 1, where classes are limited to 30 children. There are a limited number of exceptions which are set out in the School Admissions Code and in the Wirral Co-ordinated Scheme for Admissions.

n. Transferring from Community Infant to Community Junior schools. All children on roll at an Infant School are eligible to transfer from Year 2 to Year 3 to the linked Junior school even if they do not live in the school's catchment area. Other children must apply for an in year transfer and the admission criteria will be applied in determining whether a place will be allocated (see above).

o. Appeals. All parents will be informed of the school place allocated by the Local Authority. The notification will also inform the parent of the right to appeal and who to contact to make an appeal, which is to an Independent Appeal Panel. Parents should if possible submit an appeal in writing within 20 working days of receipt of notification of the outcome of their application.

p. Nursery schools and classes. Applications must be made directly to the school. If there are not enough places for all children who have applied, the school will give priority to children who will become 4 during the academic year. Within this category, they will give priority in the following order:

- Children with a particular medical reason for going to the school
- Children who live in the catchment area of another school which does not have a nursery class
- Children who live in the catchment area of the school or another school which does have a nursery class

If there are places left after all the four year olds have been offered a place, the school will then offer places to children who become 3 during the academic year in the following priority order:

- Children with special educational needs identified through a statutory assessment
- Children whose parents receive Income Support, Income based Job Seekers Allowance, Disability Living Allowance or Working Tax Credit
- Children whose birthday falls between 1 September and 31 December
- Children whose birthday falls between 1 January and 31 March
- Children whose birthday falls between 1 April and 31 August

Within any category, the school will give priority to children who live nearest to the school measured by the shortest available walking route.

Note that attendance at a particular nursery or pre-school does not guarantee that a place will be allocated at a particular school.

q. **Withdrawal of places.** The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, including but not limited to, sibling connections or place of residence. Wirral Council regularly check addresses and **any deliberate misrepresentation will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate. The Mainstream Admissions team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses.

r. **Children with Special Educational Needs.** Schools are obliged to offer a place to a child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names the school following a statutory assessment.