



ADMISSIONS POLICY for September 2018 entry

This policy was adopted/updated:	May 2017
This policy will be reviewed:	September 2018 or as required
Governor Committee Responsibility	Achievement and Curriculum
Statutory policy:	Yes
Source:	school

HAMPTON WICK INFANT AND NURSERY SCHOOL **ADMISSIONS POLICY**

Entry into Nursery

Registration for a Nursery place takes place on or soon after a child's second birthday and is the responsibility of the child's parent/carer. However, all applications will be considered after the closing date of 20 April 2018 in accordance with the admissions criteria for 2018 and outcomes of applications will be sent out by first class post/email on 4 May 2018. Parents will be asked to accept or decline the offer within 2 weeks i.e. by 18 May 2018. The registration form can be completed from the school website or collected in person from the school office. No provision is made on the Registration Form for a morning/afternoon session, as the school cannot guarantee a Nursery place, let alone a particular session. However, a preference may be stated by the parents/carers and submitted in written form.

It is the responsibility of the child's parents/carers to ensure that registration forms are completed and returned to the school swiftly. Forms returned after the closing date will be processed as late applications. Schools are not informed by the Local Authority of the names or number of children in their catchment areas.

Criteria for entry into the nursery class for the academic year September 2018/July 2019:

If there are more applications received than available places, they will be allocated in accordance with the following criteria in order of priority:

- i) Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) Children who have an exceptional medical or social need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
- iii) Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the same infant or primary school in Reception to Year 6 at the point of admission;
- iv) Children living closest to the preferred school measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate used by the relevant year

group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Nursery classes are allocated to reflect a balance of ages and gender.

A written offer is made to parents allocating a nursery space for their child. This letter includes a tear-off confirmation slip. If this slip is not returned by the cut-off date that is stated on this letter, the school office will assume that the place is not required and offer the place to the next child on the waiting list.

If the nursery is not over-subscribed, places will be offered to out-of Borough children.

In the case of over-subscription, all places are allocated according to the latest version of LBRuT criteria.

http://www.richmond.gov.uk/school_admission_arrangements_2018_to_2019.pdf

Entry in to Reception

If there are more applications received than available places, they will be allocated in accordance with the borough's admissions arrangements.

http://www.richmond.gov.uk/school_admission_arrangements_2018_to_2019.pdf

The school will then invite you to an Induction Meeting in the June prior to the year of entry. Parents/Carers must apply via an online application form with Richmond Council. This must be completed by 15 January 2018; the statutory deadline for applications for September 2018 entry.

All children who are offered a place, will be allocated a class by the school establishing a balance of age and gender, particular learning needs (where known), ability, English as an additional language, alongside current nursery children and new children to the school. No more than 30 children can be admitted to each Reception, Year 1 or Year 2 class.

Please remember that children make and change friendships easily at this age. Part of the aims of Foundation Stage is to give children opportunities to mix socially with many children. All children can still play with their friends in both classes and the Nursery during outdoor learning activities. They also meet monthly at Early Years assembly and at joint class activities.

Entry in to Year 1

At Hampton Wick Infant and Nursery School we have three Year 1 classes each taking 30 children - total 90 children.

Progression to Year 1 is usually automatic for children who have completed the Reception year at the school. Children will be selected to Year 1 classes after consultation with the Headteacher, Early Years staff and Year 1 teachers. These children are selected to give a balance of age and gender, particular learning needs, ability, English as an additional language and other factors as deemed appropriate. Children may / may not continue into Year 1 in the same classes as Reception. Changes

are made at the discretion of the Headteacher in consultation with staff. Parents are not involved in this process.

Children who do not attend our Reception class will only be accepted if there is a space in Year 1 (less than 90 children) and will be prioritised according to the admissions criteria.

Entry in to Year 2

At Hampton Wick Infant and Nursery School we have three Year 2 classes each taking 30 children - total 90 children.

Children move in to Year 2, though not necessarily with the same class as they were with in Year 1.

Children who did not attend our Year 1 classes will only be accepted if there is a space in Year 2 (less than 90 children) and will be prioritised according to the admissions criteria

Request to delay entry to school in the same year (known as deferred entry)

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school must hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term. If you wish to defer your child's entry, you will need to confirm this with the primary school where your child has been offered a Reception place. You also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

Admission outside of the child's normal age group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of 15 January 2018. You will need to put your request to the Local Authority separately in writing. You may also provide supporting documentation should you wish to do so.

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. The Local Authority will also consider whether they may naturally have fallen into a lower age group, if it were not for being born prematurely, whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.

It is usually considered beneficial for children to remain in their appropriate chronological year and exceptions are few. Children with identified special educational needs should be successfully supported in all our schools through effective induction, support and differentiated provision.

For summer born children, if it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2018. The Local Authority will write to advise you of the decision on the year group your child should be admitted to and the reasons why this decision was reached. If the request is approved for delaying your child's start in Reception by a year, you will be advised to re-apply in the following year and provide a copy of the decision as part of your application. Please note the decision to agree to year delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

Please note there is no statutory right of appeal if your request is not agreed.