Admissions Policy

Admissions Policy Document Status			
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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school and both nursery settings.
- Set out the school's **arrangements for allocating places to the pupils** who apply (see appendix 1)
- Explain **how to appeal** against a decision not to offer your child a place.

2. Legislation and statutory requirements

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
- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'
- DfE 'Early education and childcare'
- DfE 'Early years entitlements: local authority funding of providers operational guide 2024 to 2025'

This policy operates in conjunction with the following school policies:

- Charging and remission Policy
- Induction and Transition Policy
- Data Protection Policy
- Attendance Policy
- SEND Policy
- SEN Information Report

3. Definitions

- **Normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Telford and Wrekin home local authority.

- **Looked after children** are children who, at the time of making an application to a school, are:

✓ in the care of a local authority, or
✓ being provided with accommodation by a local authority in exercise of its social services functions

- **Previously looked after children** are children who were looked after, but ceased to be so because they:
  - ✓ were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
  - ✓ became subject to a child arrangements order, or
  - ✓ became subject to a special guardianship order

- **Compulsory school age:** a child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply for a school place

For applications in the normal admissions round you should use the application form provided by Telford & Wrekin Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Please follow the link to apply for a school place.

Telford & Wrekin Council | Telford & Wrekin Council online information | Schools and learning | School admissions

You will receive an offer for a school place directly from Telford and Wrekin local authority.

Please note, pupils already attending our nursery **will not transfer automatically** into the main school. A separate application must be made for a place in reception.

Please note, pupils attending our school **will not transfer automatically** to Wrockwardine Wood Church of England Junior School a separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Summer born children starting school: advice for parents - GOV.UK (www.gov.uk)

6. Allocation of places

6.1 The published admissions number (PAN)

The number of places available is determined by the capacity of the school. The PAN for the reception year group is **45 pupils.**

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

6.2 Oversubscription criteria

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

More information can be found on the Telford and Wrekin school admissions website.

6.3 Children below compulsory school age

Where children below compulsory school age is offered a place at the school, they will be entitled to attend the school full-time in September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed by Telford & Wrekin Local Authority why admission was refused and given information about the process for hearing appeals.

9. Nursery admissions

The Governing Board is the admission authority for children to both nursery schools, **Wrockwardine Wood Infant School Nursery and Oakengates Nursery.**

9.1 Wrockwardine Wood Infant School's Maintained Nursery

Wrockwardine Wood Infant School & Nursery has 60 part time or 30 full-time nursery places, available to children aged 3 and 4.

Every 3 and 4-year-old is entitled to 15 hours free nursery education in a nursery class. The school currently offers 15 hours of free nursery education each week. This can be taken as 3 hours per day, 5 days per week, either for 5 mornings or 5 afternoons. There is the expectation that every child will attend all their allocated sessions after the agreed transition period. Nursery places are usually offered to parents for 3 terms across the academic year.

We also offer 30 hours government funded provision for eligible parents of 3- and 4-year-olds with the option of a school meal or a healthy lunchbox from home.

Session time **8:45am-3:15pm 5 days per week**. There is an additional cost for the school meal. **Please see our Charging and Remission Policy on our website.**

Children will be able to start at the beginning of the term after their third birthday.

Rising 3s: We can offer places to children a term earlier if they meet the government criteria for two-year-old funding. Talking 2s Funding Link

The school may consider, if admission numbers are low, applications for earlier admission if parents are entitled to nursery funding for two-year olds. The nursery place continues until the end of the summer term prior to the September when the child starts school.

All parents / carers will need to complete an **application form** which is available from the school office. Completed application forms including any supporting documentation which includes birth certificate of the child needs to be handed in to the school office to confirm this has been seen (appendix 2 or 3)

Any applications received after **May 31 for September** admission, **October 31 for January admission or 31 January for April** admission will be deemed as 'late' and will only be considered after all on-time applications have been considered. The school maintains a waiting list for nursery admissions.

When making an application, parents are invited to express a preference for a morning or afternoon session. In making decisions, Governors are mindful of parental preference but cannot guarantee to meet these preferences in the event of over-subscription.

Once a place is offered the parent must accept or decline the offer within the time frame detailed in the offer letter. Once a family has accepted a place for either a morning or afternoon session, their child will be removed from the waiting list.

Should a family wish to change their allocated session, they must make a new application for a place. This application will be considered by the Governing Board and the admissions criteria will be applied.

There is no link between nursery admissions and admissions into the infant school. There are separate admissions criteria for both, and a separate application will need to be made via Telford & Wrekin Council for entry into the infant school reception class.

If there are more applications than there are places available in the nursery class, then all applications will be considered against the following over-subscription criteria:

1. Any children with Statements / EHCPs for Special Educational Needs, naming the school.
2. Children who are in the care of the local authority or provided with accommodation in that authority in accordance with The Children Act 1989
3. Children within the catchment area of Wrockwardine Wood Infant School **(Appendix 1 Note 1**) starting with oldest children first, then according to distance.
4. Who are eligible for the pupil premium or the service pupil premium whose parent has worked at the school for 2 years or more.
5. **(Appendix 1 Note 2)**
6. Other children starting with oldest children first, then according to distance. If there are insufficient places available for all the children and no distinction can be made between the applicants, a final decision will be made by the Governing Board.

Multiple Births – if there is only one place available and all the relevant over-subscriptions criteria applied and no distinction can be made, then the Governing Board will offer one place to the family and ask them to identify which child will take the place offered.

In this circumstance, the other 'multiple birth' children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the nursery class.

The waiting list order of priority is as in the above categories 1-5 and is not based on the length of time on the waiting list, except in the case of multiple births (see above). There is no statutory right of appeal against the refusal of a place in the nursery class.

Parents who wish to challenge the decision of the Governing Board should write to the Chair of the Governing Board. The Governing Board will consider all challenges at their next termly meeting and the Clerk will respond in writing on their behalf.

Parents should note that all decisions regarding admissions remain the responsibility of the Governing Board and are not delegated to the Executive Headteacher or other members of staff.

Visits to the Nursery are warmly welcomed; interested parents should contact the school to make an appointment. Once a child has been allocated a place a home visit will be arranged with the parents.

Two-year-old children eligible for early education funding

We also offer free childcare places to 2-year-olds who are eligible for early education funding. We will follow our criteria for 3- and 4-year-old but in addition we will consider the following when offering places to children who are two-years-old.

- Offer places to children of an appropriate age to fill the vacancy to ensure a balance of places across the age range.
- 2-year-old children receiving early education funding to be prioritised under exceptional need criteria when allocating nursery places for 3-year-olds.

Annual reviews of admission for 2-year-olds will take place to respond to the changing needs of the community. The Governing Board will make any changes clear to parents when this policy is reviewed annually.

9.2 Oakengates Maintained Nursery School

Admissions to Oakengates Nursery School follow the same procedures as Wrockwardine Wood Infant School nursery criteria (see section above)

Oakengates Nursery Structure and Capacity

- **Baby Room (9 months – 2 years)**
  - ✓ Capacity: **15 babies per session**
- **Toddler Room (2–3 years)**
  - ✓ Capacity: **40 part-time places** or **20 full-time places**
- **Preschool Room (3–4 years)**
  - ✓ Capacity: **60 part-time (morning/afternoon) sessions** or **30 full-time sessions**

Please note:

- Funded and fee-paying options available, please see Charging and Remission Policy on our website
- Each application will be carefully considered to ensure the nursery can meet the requirements for the child e.g., term time, full year contract.

The procedure for applications takes 10 working days and is set out below:

1. The parent completes an initial application form which can be collected from the office, this enables the nursery to be clear about the childcare requirements (appendix 2)
2. Availability of sessions requested is checked to ensure they can be accommodated.
3. If there are several applications for the same place this will be passed to the Admissions team (Executive Headteacher, Day Care Manager and School Business Manager) to review.
4. If a place is allocated parents are informed and asked to complete a registration form.
5. Parents will be informed of the panel's decision by telephone and confirmed in writing within 5 working days after the meeting has been held.

6. If a place cannot be allocated the parent will be asked if they wish to be put onto our waiting list **until a space becomes available for their chosen sessions.**

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

APPENDIX 1: Clarification of Home Address and Staff Definitions for Admission Purposes

Note 1

The home address is the child's normal home address at the time of the application being considered for a place. The Governing Board reserves the right to verify the address given if there is any doubt. Evidence would normally be the most recent Council Tax bill, parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

Note 2

Members of staff are those staff who:

a) are employed permanently and directly by the Governing Board and have been for at least two years at the time the application is made, or

b) staff employed for 15 hours or more a week by contractors appointed by the Governing Board and work solely on the school site and have done so for at least two years or

c) Any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method

APPENDIX 2: Wrockwardine Wood Nursery Application Form and Admission Form

Wrockwardine Wood Infant School and Nursery Application Form
'Love, Laugh, Learn.'

Nursery Application Form

Dear Parents and Carers,
Thank you for showing an interest in our nursery. If you would like to register your child for a place, please fill out the form below to start the process. Once the form has been submitted, we will be in touch to confirm availability of sessions requested.
Mrs Jenny Gascoigne
Executive Headteacher

Name Of Child:	
Date Of Birth:	

Name(s) and address(es) of parents/carers making this application	
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Home Telephone:	Home Telephone:
Mobile Telephone:	Mobile Telephone:
Email address:	Email address:

I/We would like my/our child to start attending these sessions from:	(Insert date)	
Does your child have any specific medical or other needs e.g., SEND which will need to be considered? Please tick	Yes	No
If 'Yes', please add further information here:		

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Wrockwardine Wood Infant School Admission Form
'Love, Laugh, Learn.'

School Admission Form

Child's Information

Child's First Name															
Child's Legal Surname															
Child's Chosen Name															
Child's Date of Birth*	D	D	M	M	Y	Y	Sex	Male		Female					
Please bring your child's birth certificate to the office so that we can confirm date of birth								Date checked:							
Child's Home Address															
								Post Code							

Is your child adopted from care? – Yes or No			
YES		**NO**	

Country of Birth		Date of UK Arrival *(if born outside UK)*	D	D	M	M	Y	Y

See the useful Forms section on our school website for access to the full forms.

APPENDIX 3: Oakengates Nursery Admission and Application Form

Oakengates Nursery School Admission Form
'Love, Laugh, Learn.'

Admission Form

Dear Parents and Carers,

We are pleased to recently confirm the availability of sessions requested and look forward to welcoming your child and family to our nursery. Please complete the details below in our admissions form. We will then we in touch to arrange a home visit and inductions.

Mrs Jenny Gascoigne
Executive Headteacher

Child's Information

Child's First Name	
Child's Legal Surname	
Child's Chosen Name	

Child's Date of Birth*	D	D	M	M	Y	Y	Sex	Male		Female	
Please bring your child's birth certificate to the office so that we can confirm date of birth								Date checked:			

Child's Home Address	
Post Code	

Is your child adopted from care? – Yes or No			
YES		NO	

Country of Birth		Date of UK Arrival *(if born outside UK)*	D	D	M	M	Y	Y

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Oakengates Nursery School Application Form
'Love, Laugh, Learn.'

Application Form

Dear Parents and Carers,
Thank you for showing an interest in our nursery. If you would like to register your child for a place, please fill out the form below to start the process. Once the form has been submitted, we will be in touch to confirm availability of sessions requested.
Mrs Jenny Gascoigne
Executive Headteacher

Name Of Child:	
Date Of Birth:	

Name(s) and address(es) of parents/carers making this application	
Name: Address: Post Code: Home Telephone: Mobile Telephone: Email address:	Name: Address: Post Code: Home Telephone: Mobile Telephone: Email address:

I/We would like my/our child to start attending these sessions from:	(Insert date)	
Does your child have any specific medical or other needs e.g., SEND which will need to be considered? Please tick	Yes	No
If 'Yes', please add further information here:		

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See the useful Forms section on our nursery website for access to the full forms.