



CREST INFANT & NURSERY SCHOOL ADMISSIONS POLICY

2020/2021

Admission to FS2 (Reception) and In-year (casual) admissions

Date of this policy: July 2019

Date of next review: July 2020



At Crest Infant & Nursery School we follow Medway Council's policy on admissions. Places will be offered according to Medway Council's co-ordinated scheme for primary admissions. More information can be found by following the link below which will guide you through the admissions process:

<http://www.medway.gov.uk/schoolsandeducation/applyforaschoolplace/applyforaprimarieschoolpla.aspx>

The Local Authority is the admissions authority for Crest Infant School.

The published admission number for each year group is 90

ADMISSION POLICY

Admission arrangements for disabled children are the same as for any other pupils and the school will do everything possible to ensure all children are treated fairly and have the same opportunities.

The academy will offer places to those pupils with a statement of special educational need or an Education, Health and Care plan where Crest Infant & Nursery is the named school.

In the case of oversubscription, Crest Infant & Nursery School will allocate places using the criteria below.

OVERSUBSCRIPTION CRITERIA

If the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

- Children in Public Care – looked after children and previously looked after children;
- Children who, at the time of application have a brother or sister (including children living as siblings in the same family unit) on the school roll and still attending in September 2020;
- Child's health reasons which require the child to attend this school where this can be supported by medical evidence;
- Nearness of the child's home to the school measured using Medway Council's procedures for ascertaining the shortest available safe route between home and the school;
- Children who have previously attended Crest Infant School's Nursery Class.

TIEBREAKER

In the event of a tie within any criterion above, e.g. if two or more children have the same priority in any criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.

STARTING SCHOOL

Children commence primary school in the school year in which they attain their 5th birthday. All schools offer places in the FS2 (Reception) Class to start in the September of the school year.

A parent may choose to defer their child's start at school, and may remain in a pre-school or day nursery. It is not permissible for a child to remain as a FS1/Nursery pupil, as children on the role of a school must be registered with the correct year group.

Consequently, all places in FS1 (Nursery) classes will finish at the end of term 6 (July) prior to the start of the FS2/Reception year.

In the vast majority of cases, the school would not recommend a deferred start into FS2 as our experience shows that this can result in emotional and social needs later on. For example, the other children in the year group will have settled into their class and school routines and will have formed friendship groups. It can be very difficult for a child to come into this mid-year.

We do acknowledge, however that every child is an individual and there may on occasions be a valid need for a deferred or part-time start.

The school firmly believes that it has the appropriate provision to cater for the needs of all children and would strongly advise parents to come in and talk through any concerns they may have about their child beginning school with the Headteacher.

The legal position is:

- Parents/carers are not obliged to start their child at school until the beginning of the term after the child is five.
- Parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Part-time attendance:

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age.

Deferred start to the next academic year:

Parents/carers of children born between 1 April and 31 August (summer born) may decide to delay their child's entry to school until the September following their fifth birthday. Usually in these cases any place that has been offered in the chronological Reception year cannot be held open until the next academic year.

This means that the place offered will be withdrawn and the family will have to re-apply as an in-year admission for the following academic year.

Transition arrangements for FS2 (Reception) at Crest

Our aim is to ensure that the children feel happy, confident and secure in school. In order to achieve this, we take the following steps before admission:

1. We encourage parents to make an appointment to look round the school when they initially make their choice and to discuss the child's entry to school with the Headteacher
2. We show the children and their parents round the school in small groups before the children start school
3. Parents are invited to an evening meeting with the Headteacher and Foundation Stage staff at the school during term 6, prior to their child starting school
4. Prior to starting school the children visit their class and meet the class teacher and learning support assistant
5. The children who are five years old between September and April are admitted into school gradually but should be attending full time after three weeks of term. We admit the young summer born children to school at the same time although parents who wish to discuss a more staggered entry are invited to discuss this with the Headteacher. It is our experience that most children settle quickly into full-time education but we are mindful that occasional children may require an individualised induction programme.

The Early Years Foundation Stage Leader arranges a series of talks for parents of new Reception children during terms 1 and 2. The school nurse and other agencies are often invited to speak at one of these.

Parents are encouraged to form good relationships with the class teacher and the learning support assistant and to raise any issues immediately concerning their child's welfare.

Admissions during the school year

Every effort is made to ensure the smooth transfer of a child from another school to Crest Infant School.

Parents are encouraged to meet with the Headteacher and to bring their child for a visit prior to admission.

On admission to the class, the teacher and the children will endeavour to make the child feel welcome and secure. For example:

- the child will be introduced to members of the class and assigned a "special" friend who will look after him /her
- the child will be allocated his / her own personal areas of the classroom (i.e. cloakroom peg, group of children etc.)
- the child will be welcomed to school in assembly
- other relevant staff will be informed e.g. learning support assistants

The school has a policy for inducting children who join us in-year to ensure continuity of learning. Records will be sought from the previous school as soon as possible and will be passed on to the class teacher by the Headteacher or office staff.

J Shields July 2019