

# CREST INFANT & NURSERY SCHOOL



## ADMISSION TO SCHOOL POLICY

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

**Person Responsible: *Kerry Seales***

**Date of this policy: *June 2025***

**Date of the next review: *June 2026***



Crest Infant & Nursery School is a local authority maintained school and as such follows the guidance laid down by Medway Council in relation to school admissions.

Further and full details can be found by following this link: <http://new.medway.gov.uk/education/school-admissions/starting-primary-school/key-dates>

### **Aims**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated in a sensitive manner in line with the selection criteria laid down by the local authority. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out by Medway Local Authority (see below) to determine whether a child is to be accepted or not.

### **Medway's Over Subscription Criteria**

Preference will be given in rank order to:

1. Children in public care/looked after children and previously looked after children
2. Attendance at a paired school
3. Sibling
4. Medical, health and special access reasons
5. Children eligible for the service premium
6. Children of teaching staff
7. Distance from the home where the child spends the majority of their time

### **How parents can apply for their child to be admitted to our school**

Our school is a maintained school, and it determines the admission arrangements in agreement with the Local Authority. The Admissions Authority for our school is therefore Medway Local Authority, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the local authority.

The Local Authorities annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications can be made online or by paper by the date stipulated. The LA will notify parents of the decision on an advised date as soon as all the applications have been considered. This date is in April. Those who have applied online will receive an email while those who apply via paper will receive a letter in the post.

In Medway, children enter school at the start of the academic year in which they become five. There is one agreed admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the deadline in January.

### **Deferred start**

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 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.

Crest Infant & Nursery School values every child as an individual and will work with parents to ensure a smooth transition in to school. The staff are very experienced at meeting a range of needs and would welcome conversations with any parents who are considering a deferred start for their child.

Parents are encouraged to make an appointment with the Headteacher to discuss their child's individual needs and any concerns they may have before deciding on deferring to ensure that the school can work in partnership with the parents for the best possible outcome for the child. All decisions made will be made with the best interest of the child at heart.

Further Guidance on Accepting or Refusing a Place Guidance on accepting/refusing a place can be found by following this link:

<http://new.medway.gov.uk/education/school-admissions/starting-primary-school/offers>

### **Appealing a School Place**

Parents have the right to appeal against the refusal of a school place. Further details can be found by telephoning Medway Council on 01634 333333

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase beyond the standard number.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

(Further details of appeal arrangements are set out in the School's Admissions Code)

### **The Standard Number**

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for Crest Infant School is 270. We keep this number under review, and the governors will apply to change the number if circumstances change.

### **Sizes of Classes for Children Aged Four to Seven Years**

We teach infant children in classes that have a maximum number of 30 children. Children born between 1st September and the 31st of August reach compulsory school age the term following their fifth birthday.

### **Induction Process**

Class teachers and Teaching Assistants will meet with parents prior to the child starting school. This will be followed by a period of induction for all children. The induction process is reviewed annually to meet the needs of the children.

If it is felt that a child would benefit from a longer period of induction, it will be possible to arrange this and the school would consider individual circumstances as they arose.

### **Possible Induction 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 a meeting with the Headteacher and Foundation Stage staff at the school during term 1, 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 are admitted into school gradually but should be attending school full time after three weeks of term at the latest.

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.

### **Admission processes**

#### **Reception Year**

Medway local authority manages the on-entry admissions for your child's entry in to school for September in Reception. Sometimes children leave our school during these early days of September thereby creating a vacancy during the school year.

If the place is for a child in Foundation Stage, on entry to school the local Authority will contact the next family on their waiting list (using the over subscription criteria) until the list is cancelled.

#### **In Year Casual Admissions to All Year Groups**

The school manages casual in year admissions in line with the guidance laid down by Medway Local Authority for all year groups.

Parents/carers are warmly welcomed to look around the school at any point particularly if there are special circumstances to be reassured that the school is suitable.

Step 1: Parents/carers request an admissions application form.

Step 2: Once completed return to the school office. If the year group is over-subscribed the school will apply the over- subscription criteria outline on Page 1.

Step 3: If there is a place available parents/carers will receive an offer letter and an opportunity to meet the Headteacher and/or a member of the Senior Leadership Team, where a start date will be agreed.

### **Monitoring and review**

This policy will be monitored by the governing body and reviewed annually or earlier in the light of any changed circumstances, either in our school or in the local area.

The policy will always take due note of guidance provided by the local Admissions Forum.