



Admissions Policy

November 2019

ANNS GROVE PRIMARY SCHOOL
Policy for Admissions.

Aims.

Our aim is to ensure that all places are allocated fairly and in line with Sheffield City Council Equal Opportunities policy.

Guidelines

This Admissions Policy is based on Sheffield CYPS Guidance

Spaces at Anns grove Primary school are allocated by the Local authority in accordance with their admissions policy. details can be found at <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school.html>

Admission Limit

We have an Admission Limit of 45 children per year group throughout school from Foundation stage 1 to Year 6

The Admissions Process

For Admission to Foundation Stage 1 please see attached Anns Grove --- Nursery Admissions Policy & Procedure below.

A school place in Reception must be applied for – please see the ‘Guide for Parents’ on-line at: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school.html>

Parents can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.

When your child has been allocated a place at Anns Grove Primary school, transferring from an early years setting or home into Anns Grove Primary school is guaranteed as the school place remains available throughout the whole academic year.

Staff will liaise with parents/carers to ensure that the most suitable starting arrangements for the child are provided.

Where a parent wishes to transfer from an early years place to a school it will normally take effect from the beginning of the term, e.g. January or April.

Our Commitment:

Ann's Grove Primary School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child. All families joining our school community will be offered a Home Visit to establish a positive Home school relationship as soon as possible.

Anns Grove – Nursery

Admissions Policy & Procedure

Our aim is to ensure that all nursery places are allocated fairly and in line with Sheffield City Council Equal Opportunities policy. Where possible, we endeavour to meet parent/carer requests. Where allocation of a place is not possible we aim to provide information of other local provisions and services. Other professionals working with and supporting families will be informed of decisions regarding places allocated in line with HM Government's Information Sharing guidance.

Application Process

- Under normal circumstances a parent or carer wishing to apply for a nursery place will be offered an appointment time to come to the nursery and complete an application form. In situations where the parent / carer is unable to come to the nursery an application form can be sent direct to their home or may be taken for completion by an external agency worker (e.g. Health visitor/Social worker), in conjunction with the parent.
- A parent or carer may be accompanied by a translator, support worker or relative, when completing the application form. At this time the parent/carer will be shown briefly around the nursery.
- All parts of the form should be completed clearly and signed by the parent/carer and the Deputy Head Teacher.
- If the application is to be supported by an outside agency, the parent/carer should be asked to request a letter of support or CAF where possible. If they are unable to do so, the letter of support or CAF should be requested by the Nursery staff, in writing, as soon as possible. A copy of the request should be kept, in the ***Children in need*** file.

Waiting List

- Children should have their name entered on the waiting list in application date order and age order. The child's ethnic origin and category should be indicated at the same time.
- Children offered a place should be removed from the waiting list on confirmation of acceptance of the place or on receipt of information that the place is no longer required.
- Letters of support and CAF forms for applications should be placed and indexed in the children in need file with written acknowledgement on the application form. Letters of support and CAF forms arriving prior to an application being made should also be placed in the children in need file and indexed.

Preparation for the Allocation of Places

- In order to allow time for the allocation process and to minimise the time between children leaving the Nursery and new children starting, the date for an allocation should be set at least 4 weeks before the date of the children leaving.
- The number and make-up of places left vacant by children starting school should be calculated prior to the allocation meeting.

The allocation of places

- 2yr/3yr FEL places are allocated in the term that the child is rising 3 and are allocated strictly on meeting the criteria as laid out by the Child Care Planning team
www.sheffield.gov.freeearlylearning
- 3YR/4YR FEL places are allocated in date of birth order as in the Code of Practice
- Each relevant application should be discussed prior to decisions being made. The suitability of the nursery and the ability of staff to meet the individual child's and family's needs must be taken into consideration.

Offers of places

- Letters should be sent to parents/carers offering places ASAP after the allocation meeting. The letters must clearly contain the following information: ---
 - Centre name, address and telephone number
 - Name of child
 - Days offered
 - Sessions offered
 - Date to reply by
 - Open Morning Date
 - Open Morning Parents will be given an admission pack to complete and asked to bring the Child's birth certificate.
- A date to reply by needs to give parents adequate time to respond, at the same time as not prolonging the process over dully.
 - Acceptances and non-acceptances should be recorded on the form and a date made for the Open Morning.
 - The date for the visit must be recorded in the Nursery diary.
 - It may be helpful to have a record of these dates also visible in the nursery and available at planning meetings. Care should be taken when booking dates to ensure a member of the senior team will be available as well as the child's potential key person. (Key person will be allocated once we have met the child and vice versa) A maximum of two visits in any one session is advisable to avoid excessive disruption to the remainder of the children.
 - The new child must visit twice before being given a start date.
 - Key persons to be allocated to every new child on the basis of: ---
 - Who the child makes a bond with.
 - Their existing workload
 - Specialist abilities e.g. linguistic ability
 - Balancing the sessions and children within the key person groups where possible.
 - Key person lists should be made and updated as the allocation process is carried through.

Any places not taken up should be reallocated in the relevant category to those remaining on the waiting list.

The allocation process should be completed in as short a period of time as possible giving consideration to a variety of constraints, in order to maintain an optimum use of nursery places with the maximum of efficiency.

Parent Contract Once the child has started nursery a contract agreeing hours and times must be signed by the parents/ carers each term.

Please see transition policy for settling in and home visits

Review:

The full governing body will review this policy annually.



Signed: _____ (Chair of Governors) Date: 04.11.2019

Signed: S. L. Feamehaugh (Headteacher) Date: 04.11.2019