



School FS1/Nursery Admissions Policy and Procedure Guidance for 2017- 2018

School Mission Statement



St Michael's RC Primary School is a Catholic family of faith, following the teaching of Christ. We strive to create an environment where all members of our school community become caring, independent and resilient individuals who fulfil their potential.

“I came so that you may have life, life in all its fullness” John 10:10

Age of Admission

- Children will not be admitted before the age of three years. Admission will be at the beginning of the major school term after the child's 3rd birthday.
- Children of families newly moving to the area, which are aged over 3 years but below the age of primary admission, may be admitted immediately, or at the beginning of the next school term, if there is an available space.
- Admission should allow for an appropriate settling in process, and proper transition from any setting previously attended.

Application Process

- Parents requiring a place for their child should complete the school's FS1/Nursery application form. FS1/Nursery application forms will be available to any parent on request.
- Decisions about admissions will be taken by the Foundation Stage Leader and a governing body panel three times a year for admission in Term 1, Term 3 and Term 5.
- The closing dates for each admission session are as follows:
 - **Term 3** – The closing date for application forms is 22nd November 2017 and the GB Committee meeting for application review will be on 29th November 2017.
 - **Term 5** - The closing date for application forms will be 7th March 2018, and the GB meeting for application review will be 14th March 2018.
 - **Term 1** – The closing date for application forms will be 20th June 2018, and the GB meeting for application review will be 27th June 2018
- The number of children in the class is limited and staggered to allow for the children to develop positive relationships with Foundation Stage staff and settle them into the routine of the Foundation Stage FS1/Nursery. Class sizes are limited to
 - **Term 1** - 32 children,
 - **Term 3** - 8 children and
 - **Term 5** -12 children. This affects the number of children being admitted per admission.
- Where there are more applications than available spaces, the published over-subscription criteria should be used to determine who will be allocated spaces.

- Parents will be informed of the outcome of their application 6 weeks prior to the term their child is expected to start and the proposed start date during the academic year will be specified at this time.
- If places remain unallocated after this process, then in-year applications should be considered in an appropriate manner by the school.

Over-Subscription Criteria

1. **Looked After Catholic Children.** Evidence of Baptism will be required. (Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome) (See Note i).
2. **Baptised Catholic Children.** Evidence of Baptism will be required. (Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome).
3. **Children enrolled in the Catechumenate (preparing to become Catholics).** Evidence will be required.
4. **Other Looked After Children (See Note i).**
5. **Children baptised or dedicated into other Christian denominations, Churches affiliated to or represented a "Churches Together in England."** Evidence will be required.
6. **Children who are members of other faiths, whose parents wish them to receive a Christian education.** This should be supported by a letter and evidence of their faith will be required.
7. **Any other children.**

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between applications.

- A. **A brother or sister on the school roll at the time of admission.** Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings. Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September.
- B. **The child of a member of staff employed at the school for a minimum of 20 hours a week and where member of staff has been employed at the school for 2 or more years at the time of application.**
- C. **Distance from home to school.** The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This is not always the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point -A pre-defined centre point of the road adjacent the school site or a pre-defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available walking route known to the Medway GIS using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths that exist and certain new roads may not be known. Where a footpath or new road is not known to the GIS, an alternative route will be used. Where a child's home is situated on a new road the distance calculation will be from the nearest available known road plotted in the GIS. New developments may be subject to this. In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Home Address

It is at the discretion of the Early Years Leader to determine whether a child cared for by a relative or registered childminder should be admitted on the basis of the carer's home address. However, it must be noted that for admission to the primary school the address used must be the child's normal place of residence. (This could cause children to be moved from the school in the middle of the Foundation Stage if a different address has been used to determine admission to FS1/Nursery.)

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to a FS1/Nursery class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Headteacher.

Transfer to Primary School (FS2/Reception)

- Admission to the school FS1/Nursery class **does not** constitute admission to the primary school, nor does attendance at the FS1/Nursery class give priority to admission to the primary 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 until the term after their 5th birthday when statutory schooling commences. It is **not** permissible for a child to remain in as a FS1/Nursery pupil, as children on the roll of a school must be registered with the correct year group. Consequently all FS1/Nursery classes will finish at the end of Term 6 (July) prior to the start of the FS2/Reception year.

Free Entitlement

- Parents must be offered the full flexible 15 hours per week; however a parent is entitled to choose how many hours they access at the school per week. It is not permissible to require a child to attend for the full 15 hours per week.
- If a parent decides to use less than their 15-hour entitlement, the school should ensure they are aware that they may not be able to increase their hours at a later date.

Advice and guidance

Schools and parents may contact the early years and childcare service for advice and guidance on any aspect of nursery education-**01634 335566**

This policy was formally adopted in the Summer Term 2014

Next Review Date: September 2016.

Chair of Governors _____

Headteacher _____