

# *Stradbroke Primary Foundation Stage Admissions Policy*

*Supporting the achievement of all children*



<u>Written By</u>	<u>Written Date</u>	<u>Review Date</u>	<u>Approved by</u>
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**Aims**

- To give guidance to practitioners and parents/carers on how Stradbroke admits children into the Foundation Stage
- To work with the parents/carers, to enable the transition process into the Foundation Stage to be as straight forward as possible.
- Equality and inclusion is a key part of the aspiration underpinning the FEL entitlements, particularly for disadvantaged families, looked after children, children in need and children with special educational needs or disabilities

**What Stradbroke offers**

24 places for 2 Year old FEL (subject to eligibility, code issued by SCC Portal)

66 places for Universal FEL for 3&4 year olds

Up to 7 places for Extended FEL, aka “30 Hours”, for 3&4 year olds (subject to eligibility, code issued by HMRC)

Stradbroke does not offer any privately funded additional hours. Children who stay for lunch will need to either be provided with a packed lunch or pay for a school dinner. The lunch time period is extra to the FEL hours but Stradbroke does not charge for this.

Trips and invited visitors to support the curriculum are extras and will need to be paid for.

Options available		
15 hours funded early learning (Universal offer)	15 hours funded early learning (Universal offer)	30 hours a week Funded Early Learning (Universal offer plus Extended Entitlement)
Taken over either 5 mornings or 5 afternoons	Taken over 2.5 days (Either Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday. (Subject to availability)	Taken over 5 full days subject to availability.  Extended hours can be taken with another setting.
	Charge for school lunch	Charge for school lunch
Nursery is only open between the hours of 8.30 and 3.15, lunch break is 11.30-12.15		

**Allocation of places**

Priority is given to 15 hours FEL (Universal offer) with limited places available for 30 hours a week FEL (Universal offer plus Extended Entitlement).

**Supporting access to Extended FEL (“30 Hours”)**

If Stradbroke is unable to offer spaces for the extended hours parents can use another setting alongside ours to ensure they can access the hours they need. This is down to parents to organise. If

another setting is used parents will need to sign a sharing information agreement between the two settings.

### **Flexibility**

Stradbroke Nursery is open between the hours of 8.30 and 3.15, lunch break is 11.30-12.15. We are open during school term times for 38 weeks a year.

Should parents wish to move to another setting 4 weeks notice is required. Two weeks notification is needed for holidays.

At Stradbroke we offer up to 7 places or the equivalent of 75 hours per week for those eligible for 30 hours during term time only. Parents/carers will need to be accessing the first 15 hours FEL at Stradbroke to be able to request EFE.

Eligibility code must be validated by the school office before accessing the extra hours.

### **2 year olds**

- The school administrator will collate a waiting list.
- 2 year olds can start in Little Teds the term after they are 2.
- For 2 year olds accessing free early learning admission must be linked to the set criteria. Parents/carers or school can check eligibility. Eligibility code must be validated by the school office
- Parents will be offered a 3 hour morning or afternoon place. These sessions cannot be guaranteed as children enter the nursery.
- Priority will be given to parents/carers accessing 2 year old places for our nursery. Once their child has started in the 2 year old room parents will be offered the opportunity to put their child's name on the 3 year old nursery waiting list.
- A home visit will be carried out before starting (see home visits policy).

### **3 and 4 year olds**

- The school administrator will collate a waiting list.
- Admission is age related except where social or SEN needs as set out by Sheffield LEA Policy.
- New children and their parents/carers are invited to an induction meeting before the term they are due to start nursery
- A home visit is organised, aiming to be just prior to the day the child is due to start nursery (see home visits policy).

### **Oversubscription**

The following order of priority is followed in order to support childcare for those in greatest need when the demand for places outstrips the places available:

1. Looked after Children and previously Looked After Children\*
2. Special Educational Need or Disability (SEND)
3. Vulnerable children
4. Parent with exceptional need
5. Sibling at the same setting or school attached to the setting
6. Age of child – oldest to youngest
7. Proximity to the setting
8. No local alternative
9. Taking whole of Universal Entitlement (up to 15 hours a week)
10. Taking whole of Extended Entitlement (up to 30 hours a week)

See Appendix 1 for definitions and supporting notes

### **Waiting Lists**

Once all available places have been allocated, unsuccessful applicants will be placed on a waiting list. Parents will be informed as soon as they are placed on the oversubscribed list.

Once a child is on the waiting list, the oversubscription criteria should take precedence over the length of time the child has been on the list.

### **Admission arrangements to FS2/Reception**

‘Children will be admitted during the Autumn term following their 4th birthday. Should parents wish to discuss other entry arrangements e.g. deferred entry or a part time option, they will need to speak to the Head Teacher. All children will be admitted by the term following their 5th birthday-compulsory school age’. (From Guide for Parents)

Guide for Parents available at:

<https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school/guide-for-parents-primary.html>

Parents/carers need to be made aware

- Attendance at the school’s nursery does not guarantee admission to the school and a school place in Reception must be applied for.
- Information about school application is available during the autumn term prior to the year they are due to start school.
- When a child has been allocated a place at our school, transferring from an early years setting or home into our school is guaranteed as the school place remains available throughout the whole academic year
- A part-time place is a morning session of up to a maximum of 15 hours per week. However we will listen to any exceptional circumstances that require greater flexibility.
- A full-time school place cannot be split between a school and an early year’s provider.

- A part-time school place cannot be split between two or more schools.
- Where a parent/carer 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.
- Parents/carers who do not wish to accept the offer of a full or part-time place until compulsory school age at our school may still access the 15 hours part-time free early learning place at an early years setting of their choice e.g.
- Our school will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Early years practitioners within the Foundation Stage will be able to support parents/carers if necessary; in helping them make the decision on when their child should start school
- Parents will be invited to attend transition events and meetings prior to the start of the autumn term.
- Summer born children may be able to defer the reception year until the term after the child is 5 and will need to discuss this with Sheffield admissions.

Appendix 1: Oversubscription Criteria: supporting notes

Looked After Children. This includes children who are currently in care and children who were previously in care but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

All children in this category are given equal status by the Local Authority regardless of their current circumstance.

Special Educational Need or Disability (SEND). This includes children with an Education Health Care Plan (EHC) or children in receipt of Disability Living Allowance (DLA).

Vulnerable children. Children who are subject of a recognised child protection plan.

Parent with exceptional need. This includes children with a parent who has a medical need affecting their mobility and the setting is the nearest to the family home.

Sibling at the same setting or school attached to the setting. This includes all children living together as a family at the same address. In the case of twins, triplets etc. the siblings should be placed together. Consideration should be given to families where another child is already attending at the same location, whether that be the nursery setting or an older sibling attending school.

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