



Admissions Policy

**Wadsworth Fields
Primary School**

2021-2022

Admission into Foundation Stage 1 (Nursery)

Wadsworth Fields has a 26 place nursery class. This means that 26 children can be enrolled for the morning session and 26 children for the afternoon. All children are entitled to a free place in an early years educational setting, of which our nursery class is one, from the term after their third birthday. The universal offer of a place, is for 5 three hour sessions each week during term time.

The nursery also offers 30 hours places, which is 5 six hour sessions every week during term time. Parents pay for lunch cover and children bring their own lunch. Parents can use Busy Bee vouchers from their employer to pay for the lunch time cost. If parents require 30 hours, they are asked to complete the relevant forms by the office and contact the HMRC website to check that they are eligible for 30 hours free childcare.

Our admission for nursery aged children is as follows: -

1. Pupils with birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).
2. Pupils with birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
3. Pupils with birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

Offer of Places

Places are offered in accordance with the criteria determined by the governing body. Parents are sent a written offer of a place as soon as possible after the child's 3rd birthday.

Parents/carers are normally notified of offers of places before the half term holiday in the term prior to that in which the child will start in Foundation 1 (i.e. approximately 2/3 months before the admission date). Parents are asked to return an acceptance slip by a specified date. The letter also invites parents to a meeting in the Foundation Stage Unit.

Meeting For Parents

The meeting for parents takes the format of a talk by the Foundation Stage 1 team. There is an explanation of the aims and organisation of the nursery, the Early Years Foundation stage curriculum, behaviour policy and admission procedures. Parents are given a copy of the brochure and a welcoming letter for their child. Home visits are arranged (**telephone conversations during Covid-19 restrictions**). Any parents who do not attend the meeting are contacted to make arrangements for the home visit and for them to receive the brochure and child's letter. The brochure covers much of the information discussed at the meeting and aims to be welcoming and informative. It is reviewed each year.

Home Visits

These are currently not taking place due to current Covid-19 restrictions. They have temporarily been replaced by telephone conversations with the Nursery teacher. When possible home visits will resume following government guidance.

Home visits are usually held prior to admission. We believe they are very important in helping to settle a child happily into school and in building good relationships with parents. We think this is because:-

1. Children see a member of the school staff on their home ground where they feel safe and secure. When they visit school they will see a familiar adult face.
2. Parents and staff have the chance to talk about the child without the inevitable interruptions which can occur in the nursery. They can ask questions and discuss any concerns.
3. Parents, children and staff get to know each other much more quickly.
4. Children see a link between home and school.
5. Staff obtain a fuller picture of the child.

Two Foundation 1 staff usually attend the home visits so that we can play with the child and talk to parents. We record information given by the parents on the home visit sheet which forms the first part of their assessment which is continued throughout F1 and F2. This involves parents from the start and emphasises their role as their child's first educator. We arrange the starting date and dates when the child will visit school accompanied by a parent/carer.

Visit to Foundation 1

Parents are given the option to stay with their child for their first nursery session. The advantages of this are;

1. They are gradually introduced to an unfamiliar environment with the security of the presence of a known adult.
2. They are also beginning to have some idea of routines e.g. carpet time, child initiated and directed activities, indoor and outdoor play, and possibly hall sessions.
3. We aim to make parents/carers feel welcome and well informed. They can see what goes on and can ask questions.

The Starting Date

Entry to nursery is staggered over the first week of term so that staff can spend time settling the new children.

Admission into Foundation Stage 2 (Reception)

All children can start full time Foundation 2 (Reception) in the September following their fourth birthday. Admissions for children about to start school is coordinated by Nottinghamshire County Council. All information and application forms are available at www.nottinghamshire.gov.uk . Parents/carers are required to apply using the application form by 15th January 2020.

Deferring for children who are not of compulsory school age

At Wadsworth Fields we believe it is in the best interests of the child to start the school year with their peers and benefit from a whole school year in Foundation 2, providing a firm foundation for the rest of their time in school.

If parents do not wish their child to start school, they can request to defer taking up the place to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Head Teacher.

Born between	Latest starting date in reception
1 September – 31 December	Spring term
1 January – 31 March	Summer term
1 April – 31 August	Beginning of Summer term

Summer born children

From 2016 Nottinghamshire County Council have stated that parents of children born between 1 April and 31 August, may choose not to send their child to school until the September following the child's fifth birthday, (the point at which other children in their age range will have already completed a year in school and will be starting in Year 1). Parents can decide if they want their child to miss Foundation 2 (reception year) completely and start in Year 1 or whether they would prefer to start in reception the following year. If parents choose to defer their child's admission to the reception year group they should contact Nottinghamshire County Council to request this. Sometimes there may be reasons why school thinks it would be a good idea for a child to defer their entry to school by a year. School then consults with parents who can then make an application to the County Council supported by a letter from the F1 staff.

Admission oversubscription criteria

All schools have a Published Admissions Number (PAN) which sets a limit for the number of children that can be admitted to that year group. At Wadsworth Fields Primary School our PAN is 50. In addition, infant class sizes are limited to 30.

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

- 1. Children looked after by a local authority**
- 2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school**
- 3. Other children who live in the catchment area at the closing date for applications**
- 4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school**
- 5. Other children who live outside the catchment area**

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child's home using the local authority's computerised measuring system.

Meeting for FS2 Parents

During Covid-19 the information parents are provided with at the meeting was available on the school website, together with a welcome video. Information about start dates and times was also sent through the post and emailed to parents instead.

The meeting for parents usually takes the format of a talk by the Assistant Head of Early Years in June. There is an explanation of the aims and organisation of the Reception classes, the Early Years Foundation stage curriculum, behaviour policy, lunchtime arrangements, uniform requirements and general expectations. Parents are given a new entrant's pack, together with a copy of slides from the meeting. A 'school readiness' leaflet is also given out, which has been produced with the local Children's Centre. This pack includes visit dates and start dates for the new term. Any parents who do not attend the meeting are sent these details through the post.

As the final admission numbers are sometimes not received by June, it is sometimes difficult to inform parents at this meeting which class their child will be in the following year. In this case the parents will be told on the visit days.

The new entrant's pack covers much of the information discussed at the meeting and aims to be welcoming and informative. It is reviewed each year.

Visits for FS2 children – Covid-19 restrictions allowing

As children come from a number of different settings, as well as the school's own nursery, we like to offer two visit sessions during early July, to help all children become familiar with the classes and the members of staff. These take the form of one morning and one afternoon visit. If children are unable to attend these visits for any reason, they are offered an alternative date.

Starting Dates

At Wadsworth Fields we wish children to feel settled and happy coming to school as quickly as possible, so we only stagger the start of school during the first two days. Children attend for the first day for half a day only, with the second day being a full day including a packed lunch, so that they can become accustomed to lunchtimes. This is reviewed each year, according to a yearly review and County Guidelines.

Special consideration for all year groups

For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:

- 'Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. **The evidence must be presented at the time of application.**'

Admission into all other Year groups

As at the start of school admission into any year group is coordinated by Nottinghamshire County Council. Application forms and additional information is available at www.nottinghamshire.gov.uk .

Applications for admission to year groups will be considered in relation to our school PAN and subject to restrictions on infant class sizes. If places are available within the year group, admissions will allocate a place. If there are more applications than places available, the oversubscription criteria above will be used and you may be placed on a waiting list.

This policy will be reviewed in May 2022
L Corner-Brown
May 2021