



Blue Gate Fields Infant School

Admissions Policy

Agreed by staff
Agreed by governors

October 2018

Review Date October 2020

Introduction

This Admissions Policy is based on guidance issued by the London Borough of Tower Hamlets. Each year the Local Education Authority sends schools the schedule of dates for the different categories of admissions to Nursery, Reception, Transfer from Infant to Junior school and In-year transfers. The information contained within our policy is relevant to all community schools in Tower Hamlets.

Admissions Criteria In General.

- **First priority** is given to children who either are/were looked after by the Local Authority, under a residence or special guardianship order, or those adopted from Local Authority care.
- **Second priority** for children whom it is deemed there is a strong medical or social reason to attend the school applied. This must be supported by report(s) from professionals.
- **Third priority** for siblings living in the catchment area of a child who is already attending the school when the child is due to be admitted. This includes schools where there are separate Infant and Junior schools.
- **Fourth priority** for children whose parent(s) is/are a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- **Fifth priority** is given to children who live in the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area.
- **Sixth priority** to other children from within the catchment area of the school.
- **Seventh priority** to children living outside of the catchment area of the school applied.

Equal Chance

In the event of oversubscription, there will be a tie-break and priority will be given, to children for whom the school applied for is their nearest school within the catchment area; and then by the shortest walking distance.

At Blue Gate Fields Infant School, we ask parents to supply us with the following information before we admit children as part of our admissions process.

- Three documents verifying the family's current address (for example, utility bill, council tax demand, rent book, child tax credit letter or income support letter). Such proof must include the parents' full names and be no more than three months old. If these documents are not provided, then the admission of

a pupil can be accepted at the head teacher's discretion and/or the parents will be referred to Pupil Services. Parents complete an admission form which provides us with such details as: -

- Telephone contact details for parents and two other emergency contacts.
- Child's full birth certificate.
- Details of other school age siblings.
- Details of previous schools (if appropriate).
- Name and address of GP and information relating to health/educational/social needs the child may have.

Procedures For Parents To Apply For Nursery Places.

The new central system of coordination for nursery admission introduced from September 2019 requires parents to apply for nursery places directly to the Local Authority (LA) using its **E-Admissions Portal** online application system. The LA's Nursery Admissions team will then process all applications in accordance with the admissions policy and oversubscription criteria of each nursery.

Part-time and full-time places

All children are eligible for a part-time place (15 hours per week). Only working parents will be eligible for a full-time place (30 hours per week) but these places may be limited. The LA will only offer part-time places as part of the coordinated process. Parents who have been offered a part-time place for their child may request a full-time place. This will be explained on their offer letter.

- Children are admitted to Nursery from the term following their 3rd birthday.
- Priority of full time places will be given to parents who both work full time and can claim for the 30-hour nursery funding from the Government via the HMRC website with the Head teacher using her right to exercise her discretion in exceptional circumstances.
- The LEA specify an "offer day" in May when they notify parents via letter if an offer has been made for their child.
- Once an offer has been made the school will contact the parents and we will follow our admissions process.
- As the children are very young children and require individual attention and support when they start, nursery parents are expected to be available during their child's period of settling in to assist this process.
- If vacancies occur during the academic year, these will be offered to children on the waiting list using the LEA's Admissions criteria.

Procedures For Parents To Apply For Reception Places.

The Pupil Admissions Team send 'Starting School in Tower Hamlets' booklets to parents via schools during Oct/Nov time when children are of current nursery age. Parents are asked to complete online application forms using the LEA's **E-Admissions Portal** system with a deadline given in the following January. The National offer day is in April.

Deferring A Reception School Place - Parents can request for their child's entry to be deferred until later in the school year. When a place is deferred the LEA cannot offer it to another child. Parents are advised of their right to defer in the 'Starting School in Tower Hamlets' booklet and in the letter notifying them of the school that they have been offered a place.

Transfer from Infant to Junior school

The LEA co-ordinates all transfers from Infant to Junior schools. Blue Gate Fields Infant School and Blue Gate Fields Junior Schools are considered as **linked schools**. Information packs are sent out to parents via schools having a similar deadline to those applying for reception places. All parents must apply for a Junior place even though children will normally transfer between linked schools. Parents can also apply to attend other Junior schools. The LEA notify parents of decisions in April.

In-Year Admissions

There is a statutory duty for Local Education Authorities to co-ordinate all In-year admission applications. These are admissions which take place outside of the normal points of entry. The effect of this duty is that all applications for In-year admissions are now processed and allocated centrally by the Local Authority's Pupil Admissions Team. The school is notified of any new pupils to fill vacancies. The school will then make contact with the family to arrange an admission interview with the Headteacher in school.

Complaints/Appeals

Parents may appeal if a child is not offered a place in Reception and Key Stage 1. Appeal forms are available from Pupil Services and appeals are considered by an independent appeals panel arranged by the LEA. There is no right of appeal against the refusal of a nursery place. If a place has been refused as the result of an error or misapplication of the Admission policy, every effort should be made to rectify the situation.

Non Attendance and Removal from Roll

A nursery place may be withdrawn if a child is persistently absent and the parent confirms that the child will no longer attend. If a child qualified for social/educational/medical priority for admission or has a Child Protection Plan, the Social worker or other professional must be contacted if the place is in jeopardy and the Attendance and Welfare Service should be consulted before removing the child from roll.

Children of compulsory school age may be removed from the school roll in accordance with The Education (Pupil Registration) (England) Regulations 2006

Names of pupils in all year groups will also be removed from roll in accordance with the School's policy on Holidays and Extended Leave in Term Time.

The Admission procedures were approved by Governors in May 2017 and signed by the Chair of Governors.

..... Chair of Governors.

..... Date

It will be reviewed in June 2019, or sooner in the case of new information, changes or legislation.

Coordination of Admission to Nursery in September 2019

The new central system of coordination for nursery admission will mean that parents can apply for a nursery place at a Tower Hamlets nursery direct to the Local Authority (LA) using its online application system. The LA's Nursery Admissions team will then process all applications and ensure that decisions are made in accordance with the admissions policy and oversubscription criteria of each nursery. In this scheme, the term 'nursery' refers to both maintained nursery schools and nursery classes attached to a primary school.

When children can start Nursery in Tower Hamlets

Children are eligible for a funded nursery place from the term following their 3rd birthday. Some children may be eligible for 15 hours of funded childcare from the term after their second birthday. Unlike the nursery education for three and four year olds which is open to all, the early learning for 2 year olds is only available to children and families that meet certain criteria.

Parents of children born between 1 September 2015 and 31 August 2016 can apply for a Nursery place in September 2019 through this coordinated scheme.

The number of places available at each Tower Hamlets Nursery

The number of children who can be admitted to each nursery will be determined by individual nurseries. Each nursery will inform Pupil Services of the number of places available prior to the iteration process in April to ensure that the maximum number of places are offered for September 2019.

Part-time and full-time places

All children are eligible for a part-time place (15 hours per week). From September 2019, only working parents will be eligible for a full-time place (30 hours per week). The LA will only offer part-time places as part of the coordinated process. Parents who have been offered a part-time place for their child may request a full-time place from their nursery. This will be explained on their offer letter. Full-time places will be limited and will be offered to parents who are eligible.

Parents not eligible for 30 hours may still access a full time place by paying a top-up fee. This fee will be set by each nursery and will be in line with the LA's guidance on nursery funding and charges, which will be circulated later this year.