

Chuckery
Primary School



Working Together

Admissions and Induction Policy and for Nursery Pupils

Completed By:	Kirsty Killian
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Introduction

As a Local Authority community school, Chuckery Primary School admits pupils using the criteria and procedures outlined on the Walsall council website <https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/school-admissions-policies> or through a link via our website <https://www.chuckeryprimary.com>

Admission Arrangements Aim To;

To offer places in the Chuckery Primary School nursery provision for children who are 2-3 years old and for children who are 3-4 years old through an open, equitable and inclusive process, in alignment with Walsall Local Authority Admission Arrangements.

The policy will be accessible to all interested parties and be written in a way that outlines our admission process in a clear and easy manner.

Induction Process Aims to;

To create a warm welcoming and secure environment in which children, staff and parents are valued and their happiness and enjoyment is fostered.

To develop a close relationship between home and school and to encourage parents to work in partnership with us.

Admission Numbers for 2-3-Year-Olds

Governors have set a limit of 12 part time places for 2-3-year-olds who meet the qualifying criteria and have been allocated an appropriate code through the online application process found at www.mywalsall.org/fis/Free-for-2parents/ Admissions for 2-3-year olds are managed by the school.

Admission Numbers for 3-4-Year-Olds

Governors have set a limit of 66 part-time places for 3-4-year-olds.

These places will be allocated to both children accessing the Universal 15-hour offer and children whose parents can demonstrate they meet the criteria for 30-hour funding. Further information about provision for 3-4-year olds can be found at www.mywalsall.org/fis/free-early-years-places-for-3-and-4-year-olds/ . Eligibility for 30-hour provision can be checked and applications made by visiting <https://www.childcarechoices.gov.uk>

Admissions for 3-4-year olds are managed by the school.

Eligibility

- Some children are eligible for 15 hours free funding at the age of 2 years. The eligibility is based on low family's income as is applied for through the local authority. This funding starts the term after the child's 2nd birthday. See www.mywalsall.org/fis/Free-for-2parents/ subject to an available place at the school.
- All children are eligible for 15 hours of free Local Authority Funded education the term after the child's 3rd birthday subject to an available place at the school.
- Some 3-4-year-old children may also be eligible for an additional 15 hours of childcare. The 30-hour eligibility is based on meeting the needs of working



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families and is applied for by visiting <https://www.childcarechoices.gov.uk>. This funding also starts the term after the child's 3rd birthday subject to an available place at the school.

If a child is born between:	They will be eligible for their free place from:
1 st January and 31 st March	Summer term (after the Easter break) subject to available places
1 st April and 31 st August	Autumn term (September)
1 st September and 31 st December	Spring term (January) subject to available places

Admission Process

Step	Action	Time Scale
Child to be added to the nursery waiting list by the parent(s)	Parent arranges to complete an application form to request a place for their child with staff at the school office	Any time from birth to the term before the child is due to start
	Parent applies for funded places with the appropriate authority	In the term before the child is due to start Nursery
Confirmation of interest	School admin team will contact the family to ensure a place is still required via telephone and letter. If, after 3 attempts to contact the family there has been no contact, the child will be removed from the waiting list and a place will not be offered	At the start of the term before the child is due to start Nursery
	Parents to contact the school to confirm the place	On receipt of contact from the school
Ascertain parental choice	School to contact parents to ascertain the hours and days they would like their children to attend and provide details of their Entitlement Code where the place is for a 2-3-year old for 30-hour provision for a 3-4-year-old	Once parents have confirmed interest
Place offered (subject the criteria detailed below)	School will issue a letter confirming the offer of a place and details of the induction process.	In the term before the child is due to start Nursery

There will be no admissions for 2-3-year-olds outside of the above process.



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3-4-year-old children will only be admitted outside of the above process as mid-year admissions if all 3 of the following criteria are met:

- There is an available place
- They are due to start Reception the following September
- They are transferring from another setting which they have attended regularly (at least 90%)

Admission Criteria 2-3-Year-Olds

Parents will need to demonstrate entitlement to a free place by providing the school with the relevant access code issued by the Local Authority. Without this an offer of a place will not be made.

Once entitlement has been verified the Executive Head teacher will allocate a place based on availability within the nursery and using the following criteria where there are more applicants than spaces.

1. Children in Public Care (looked after children)
2. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification with the Local Authority)
3. Pupils who have an older sibling already in attendance at the school
4. Distance from school – this will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Based on the number of children eligible requesting a place, further places may be available for children eligible in the next available term. These will be allocated to those on the waiting list using the same criteria.

Parents can choose a mixture of either mornings, afternoons or full days*. However, parents must agree termly pattern of attendance with the Phase 1 leader.

* Where children attend for a full day an additional charge will be made for the time between sessions (11:45am to 12:15pm) to cover the cost of the additional staffing needed and the food provided during this period. Details can be found in our agreed Charges and Remissions Policy.

Where a child has been admitted but does not attend regularly (minimum 90% attendance), the school will take action which may result in the removal the child from the school role as set out in our agreed Attendance Policy.

Admission Criteria 3-4-Year-Olds

The Executive Head teacher will allocate places based on availability. Children who have attended our 2-3-year-old provision will be given priority. Places for universal (15-hour) provision will be allocated first. Remaining spaces will then be allocated to parents demonstrating they qualify for 30-hour provision. Where there are more applicants than spaces the Executive Head teacher will use following criteria.



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1. Children in Public Care (looked after children)
2. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification with the Local Authority)
3. Pupils who have an older sibling already in attendance at the school
4. Distance from school – this will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where a place is not allocated parents, may appeal the decision with the Governing Body appeals committee who will examine the admission process and ensure the agreed policy has been followed.

Parents who wish to access 30-hour provision will need to demonstrate they meet the criteria by providing the school with a valid code. Without a valid code a 15-hour universal place will be offered subject to the above criteria.

Parents can choose a mixture of either mornings, afternoons or full days*. However, parents must agree termly pattern of attendance with the Phase 1 leader.

Where a child has been admitted but the not attend regularly (minimum 90% attendance), the school will take action which may result in the removal the child from the school role as set out in our agreed Attendance Policy.

If a 30-hour provision code expires parents will need to provide evidence of on-going entitlement. If this is not provided the provision will revert to the 15-hour universal provision immediately. (it is the responsibility of parents to monitor this and provide updated codes. However, school will issue 1 reminder that a code is due to expire)

Determining Siblings

A sibling is a child who resides at the same address as the child who a place is being requested for and is one of the following;

- A brother or sister sharing the same parents
- A half brother or sister sharing one common parent
- A step –brother or sister (ie related by parent's marriage)

Induction Process

Confirmation and Invitation to visit the school

During the term before the child qualifies for their entitlement parents will be sent a letter confirming their place and inviting them to visit the school

Submission of Information

Parents will be required to provide us with the following information regarding their child's eligibility for nursery funding and proof of identity;

- Original Birth Certificate
- Proof of current address
- Free funding eligibility codes (if applicable)



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- National Insurance numbers of parent(s) (if applicable)
- Contact details of parents

Parents will be provided with an admission pack to complete so that they can provide us with the above information, agree to our procedures and policies and also acknowledge our terms and conditions. Parents will also be provided with a Privacy Notice regarding data protection and sharing of information, so that they are aware of how their information will be stored, used and shared.

Familiarity Visits

Families will be given a number of opportunities to visit the setting prior to their child starting.

All children will receive a home visit prior to starting at Chuckery. This short visit will support the successful transition of children into the setting as they meet the staff in their own familiar setting first. The home visit is also used as an opportunity to gather information from parents about their child's interests and development mile stones.

Settling In Sessions

Parents will be asked to support the settling in process. This process is dependent on the child's individual needs and will be discussed with parents as their child starts. Over the first few days their length of session will gradually increase. Once a child is happy to be left in nursery and is making good progress building new attachments with school staff and other children, their session will be increased to their full entitlement.



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