



ADMISSIONS POLICY

The Governing Body of Stoke Heath Primary School adopted this Admissions Policy.

Signed:

..... Chair of Governors

..... Head teacher

Date of Review: Autumn 2023

Date of Next Review: Autumn 2024

Person responsible: Governing Body

Admissions Policy

Nursery A 2-3 Year old Provision

As a Local Authority Primary School with provision for 2-3 year old children, our admission procedures reflect our ethos of high quality education and care, taking into consideration our commitment to our local community.

We will admit children into Nursery A, our nursery for 2-3 year olds, the term after their second birthday. From September 2019, there will be places for up to 28 children – 16 in the morning and 12 in the afternoon. Sessions will be for three hours from Monday to Friday, totalling 15 hours per week. Home visits are completed for all new admissions.

Some children in Coventry will be eligible to get an entitlement of 15 hours funding for a Nursery place. To qualify for a 2 year old funding voucher, a parent/carer must be receiving one of the following UK benefits or universal credits:

Eligibility Route 1

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- The guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income not over £16,190
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Working Tax Credits and earn £16,190 a year or less

Parents or carers with legal responsibility that do not meet any of the above criteria, should then check the list below to see if their child meets any of the following criteria. Some additional evidence **will be required when applying** as proof of eligibility;

Eligibility Route 2

- is looked after by Coventry City Council (for example by a foster carer). Evidence – A letter from a relevant professional with the child's name and date of birth.
- has a current statement of special education needs (SEN) or an education health and care plan (EHCP). Evidence – A letter from a relevant professional with the child's name and date of birth regarding the EHCP awarded.
- gets Disability Living Allowance. Evidence – Award letter for DLA.

- has left care under a special guardianship order, child arrangements order or adoption order. Evidence – A letter from a relevant professional with the child’s name and date of birth or Special guardianship, adoption or residence order from the court.
- is supported through the common assessment framework (CAF) process - A personalised letter from the CAF lead professional would be required as evidence (Local Criteria)
- is subject to a child protection plan or child in need plan - A personalised letter from the lead Social Worker would be required as evidence (Local Criteria)
- has a diagnosed syndrome, condition or disability that significantly affects the ability to access learning or has a delay of at least 6 months in 2 or more areas of development. Evidence – A letter from a relevant professional working with the family regarding the SEN criteria listed here.

If a child is eligible, the parent/carer can start claiming the term after they turn 2, in line with the

Child’s birthday	When you can claim
1 January and 31 March	the start of the summer term following their second birthday
1 April and 31 August	the start of the autumn term following their second birthday
1 September and 31 December	the start of the spring term following their second birthday

table below:

The School aims to be available for all children and particularly those children who meet the admission criteria. The following criteria, in order of priority, is used to offer places to children in ‘Seedlings’:

Admissions Criteria - 2-3 year olds

- Route 1 eligible + living in catchment with sibling(s) in Stoke Heath Primary School
- Route 2 eligible + living catchment with sibling(s) in Stoke Heath Primary School
- Route 1 eligible + living in catchment
- Route 2 eligible + living in catchment
- Paid place + living in catchment with sibling(s) at Stoke Heath Primary School
- Paid place + living in catchment
- Route 1 eligible + living out of catchment with sibling(s)
- Route 2 eligible + living out of catchment with sibling(s)
- Route 1 eligible + living out of catchment
- Route 2 eligible + living out of catchment
- Paid place + living out of catchment with sibling(s)
- Paid place + living out of catchment

The School has some flexibility to increase its pupil admission number with requisite space and staffing when the need arises and measured against clear criteria. We will always seek to provide sufficient spaces to ensure children in our local community can access the very highest quality early education.

Those parents/carers who would like a place for their child in Nursery A must apply to the school, using our application form, which can be obtained in person, by telephone or by e-mail request to the school office. Application lists are temporarily closed for the last four weeks of each term and from May half term each year to allow admission offers to be made. Application for a place will be

considered using the criteria above. We will endeavour to notify parents/carers with at least four weeks notice, ideally a half term before the child become eligible for entry whether a place is available and will make a provisional offer at that point. Parents and carers must accept the offer of a place within 2 weeks of receiving it otherwise the school will assume the place is no longer required.

We have the capacity to offer all day places, please discuss with the office if this is something you need.

Nursery B 3-4 Year olds

The nursery B class at Stoke Heath Primary School caters for a total of 52 children offering a part time places in either the morning or afternoon session. The sessions run for three hours.

Children will be admitted into the nursery class in the September of the year they have reached the age of three by the 31st of August. If there are more than 52 children seeking places for the sessions, the names of those not offered a place will be placed on a waiting list. Should vacancies occur during the year, children from the waiting list will be offered a place using the criteria adopted for allocating nursery places (below).

According to guidance published in the Children Act 1989, nursery education is seen as one of the range of services for children under eight. Priority for nursery places should be given to children 'in need'. The Headteacher, the Deputy Headteacher and the EYFS Leader will discuss admissions to the nursery in the Spring term prior to admission in September. The following criteria will be used in deciding whom to allocate nursery places to:

- Children who are in the care of the Local Authority
- Children whose parents or primary carers live in the catchment area of the school who have an older sibling at the school
- Children whose parents or primary carers live in the catchment area
- Children living outside the catchment area of the school who have an older sibling at the school
- Children living outside the catchment area

When children, who live outside the school's catchment area are admitted to the nursery class, parents' attention is drawn to the admission policy of the school. According to this children will normally be allocated places at the primary school serving their address, i.e. their catchment area school. The City Council cannot guarantee that the pupil in the school's nursery class will be admitted to Reception class in that school.

If more capacity is needed for more 3-4 year old spaces this could be accommodated though the Nursery A intake.

Reception

The school's admission limit for year R is 60. Parents and carers who wish their child to attend the school must complete the Common Application Form stating their three preferences for Primary School through Coventry City Council through:

<http://www.coventry.gov.uk/schooladmissions>

The Admissions Team in accordance with the School Admissions Code (September 2021), is the responsible authority for co-ordinating the arrangements for the admission of pupils to secondary, primary, junior, and infant schools in the Local Authority area, If there are more requests for the school than places available within the admission limit, the Education department allocates places using the criteria below:

1. To children in the care of the Local Authority
2. To children who live in the catchment area of the school, with an older brother or sister at the school, provided that the brother or sister will continue to attend that school the following year
3. To other children who live in the catchment area of the school
4. To children with an older brother or sister at the school provided that the brother or sister will continue to attend that school the following year
5. To children by reference to the distance to the preferred school. A straight-line measurement will be made to the school. The shortest measurement will have the highest priority

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise requests within the category by reference to distance. A straight-line measurement will be made to the preferred school. The shortest measurement will have the highest priority.

All first preference requests will be allocated before second or third preferences are considered.

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. This document outlines information for schools including their responsibilities. Please note that there are separate procedures for pupils with an Education Health & Care Plan (EHCP) which names the school and details are explained within this booklet. Contacting the Admissions Team All parents and schools will be asked to use our generic telephone number: 024 7697 5445 or our email address: primaryadmissions@coventry.gov.uk

Other years

Admission limit for all years in 2020/21 is 60. Children seeking places at the school midterm will be admitted to the appropriate year group within and up to the admission limit. In accordance with LA guidelines in-year movement within schools for reasons other than relocation should be discouraged and parents will be asked to discuss the proposed move with the child's current Headteacher before admission discussions with the new school take place.

Parents not getting a place in their preferred school because the year group is full can appeal to an independent Appeal Committee at the City Council.

Community and Voluntary Controlled Primary Admissions Policy 2022/23

Oversubscription criteria:

If the number of applications is less than the published admission number then all applicants will be offered a place.

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order

A looked-after child is defined in Section 22 of the Children Act 1989.

2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year

3. Other children who live in the catchment area served by the school.

4. Children living outside the catchment area with a brother or sister who currently attends the school provided that the brother or sister will continue to attend that school the following year;

5. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. All other children

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests based on the distance to the school.

Brothers and Sisters

Brothers and sisters are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted. Please note that children attending nursery will not be classed as brothers or sisters for the purposes of this definition as they are not attending the main school.

Staff

Under the oversubscription criteria the word staff will mean: All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- * All full time teaching staff
- * All full time support staff – defined as those on 37 week and above contract
- * All part time teaching staff with a 45% and above timetable
- * All part time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill. Decisions on hard to fill posts will be made based on guidance from Human Resources. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category based on the distance to the school. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots.

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is likely to be withdrawn.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided.

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at <https://www.coventry.gov.uk/catchmentareas>

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Authority recommends that the parent/carer contact the headteacher of the preferred school to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Authority cannot allocate it to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general City Council admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

For more information please visit the following webpage:

http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the

oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting Lists will remain in operation until 31 December 2020. After this parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Appeals

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at

www.coventry.gov.uk/schoolappeals

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.