

The Coastal Federation

Bacton Primary school	Mundesley Infant school	Mundesley Junior school	Starfish pre-school
			
Admissions Policy 2019			

Formally adopted by the Governing Body/ Trust of:-	The Coastal Federation
On:-	29/4/2019
Chair of Governors/Trustees:-	Annie Edwards
Last updated:-	March 2019

The Coastal Federation follows the Norfolk County Council admissions process so all requests for school places (reception to year 6) need to go through admissions. All information regarding admissions and their process can be found at the [Norfolk County Council Admissions website](#).

The Admissions Policy is issued to all families as part of the registration process. It is also available on our website.

Status

Statutory for foundation and voluntary aided schools and other schools with delegated responsibility.

Purpose

To ensure that decisions to admit children are based on fair and transparent criteria. If there are more requests for places than places available children will be allocated places in the following order of priority:

1. Children with a statement of SEN naming the school
2. Children in public care
3. Children living within the specified boundaries who have a sibling at the school
4. Children living within the specified boundaries who have a sibling attending the adjoining primary/infant/junior school
5. Other children living within the specified area.

In the event of oversubscription to the school, preference will be given to children living nearer to the school according to the following criteria, in order of priority.

6. Children with a statement of special educational needs naming our school.
7. Children in public care who live in the area served by the school
8. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission.
9. Children who live within the catchment area and have no brother or sister connection with the school.
10. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission.
11. Children who live outside the catchment area and have no brother or sister connection with the school.

The address given on the preference form will be used to decide the catchment school. We will accept changes to the address up to the closing date.

If a parent wishes to enrol a child into a year group, which has reached its admission limit, an appeal can be made to the LEA who will refer the request to an independent appeals panel.

If all children within the above criteria cannot be accommodated, priority will be given to those living closest to the school within that rule.

Who was consulted?

In drafting this policy, the governing body consulted with current parents/carers, local primary schools, all primary and secondary foundation and voluntary aided schools in the area, and the LA.

Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEN and the curriculum. This policy will be reviewed annually.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents/carers and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

Arrangements for monitoring and evaluation

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the Governing Body each term with advice on any implications, plus feedback from parents/carers.

Starfish Pre-school is for children aged 2 years to 4+ years old.

For admissions to Starfish Pre-school:

Early Education is offered within national parameters -

*No session will be longer than 10 hours

*No minimum session length (subject to the requirements of registration on the OFSTED Early Years Register

* No sessions will take place before 6:00am or after 8:00pm

*Sessions may take place on a maximum of two sites in a single day.

Early education is offered to families for 38 weeks of the year. Funded hours can be claimed (to the maximum available) -

*Monday - 9:00-3:00

*Tuesday - 9:00-12:00

*Wednesday - 9:00-3:00

*Thursday - 9:00-12:00

*Friday - 9:00-3:00

We operate a waiting list, which is arranged on a first come first serve basis. If a place is not available at the time, and you wish to enrol your child, we will notify you as soon as a place becomes available. Please refer to the SEND/inclusion policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. In addition when deciding whether a child can be offered a place in the pre-school we take into account the following:

- Siblings already attending the pre-school
- Emergency admissions - resulting from extenuating circumstances affecting the child's welfare or his/her family.
- Looked after children

Parents who wish to enrol their child in the pre-school are invited to visit the setting to see for themselves what happens and to meet staff. Each family will be given an admissions pack which contains a prospectus, a selection of policies, a registration form, privacy notice, 'All about me' form, and information with regards to 2 year funding where applicable. As part of the registration process, the Pre-school will need to see the child's birth certificate or if unavailable other documentation, i.e. passport, adoption certificate or NHS medical card. This will be used to evidence the child's date of birth and confirm they have reached an eligible age to attend pre-school setting and when appropriate access their free funding entitlements.

Details of funding and charges can be found in the Starfish charging policy.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

The pre-school requires one months' notice (Fees and funding will be claimed up until this point) for any child whose parents wish them to leave the pre-school in order that any remaining funding can be transferred to the next setting. There can be no guarantee that another place will be available at a later date should the place be needed again. This will depend entirely upon demand for the pre-school sessions.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision and are convenient for parents' working hours.

Admission to Starfish Preschool does not automatically give admission to a reception place at Bacton Primary School.