



Lauriston School

Federation Admissions policy

Version	Date	Summary of changes
1.0	20.09.2018	First Version

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‘SUCCESS NO MATTER WHAT!’

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the Federation’s **arrangements for applying & allocating places for pupils** of nursery age
- Set out the Federation’s procedures for admitting all pupils including those with SEND
- **Safeguard** all pupils using robust procedures for admissions

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)
- [Links to the Hackney Learning Trust’s Admission Policy for Years R - 6](#)

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A Child with an EHCP is a child that has special educational needs or health care needs that require additional funding from the local authority in order for the school to meet the child’s needs.

Children with EAL, for the purpose of this policy, are those children that are new to the country and have little or no English.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. Admissions Application

At our Federation Schools we follow the local authority admissions procedure. All admissions, except those to Nursery, are managed by Hackney Learning Trust. More information can be found on the **Learning Trust website** or by telephoning on 020 8820 7150 or 020 8820 7401.

In-year admissions for Reception to Year 6 are also managed by Hackney Learning Trust.

Parents are welcome to visit any of our schools prior to contacting Hackney Learning Trust. Please check each school's website for their contact details to make an appointment. An available member of the Senior Leadership Team will take them on a tour of the school and answer any questions.

4.1 Application for Nursery Places

Places for Nursery can be applied for at the Schools' Main Office. ***Please see the individual School's website for an application form.*** Our Nurseries provide places for up to:

- Daubeney – 120 children; these are a mixture of full time and part-time places. Full time places can either be funded based on Government childcare criteria, or paid for and run from 9am – 3.30pm
- Sebright & Lauriston – 60 children, these are a mixture of full time and part-time places. Full time places can either be funded based on Government childcare criteria, or paid for and run from 9am – 3.30pm.

Free Childcare

If parents are eligible for 30 hours free childcare they can access this offer in the school term after their child's third birthday.

- if their birthday is before 1 September, they can start in the autumn term
- if their birthday is before 1 January, they can start in the spring term
- if their birthday is before 1 April, can start in the summer term

Who is eligible?

Parents may be eligible for 30 hours of free childcare if their circumstances are as follows:

- Both parents are earning or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or about £6,000 a year) for each parent over 25 years old or £112.80 a week (or about £5,800 a year) for each parent between 21 and 24 years old. (These rates were correct in March 2017. National Minimum/Living Wage rates change every April. Please **check the Gov.uk website**).
- This applies whether they are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

How to apply

For parents to check if they are eligible for 30 hours free childcare, they can apply now on the Childcare Service. **They will need to see the individual School's website for a link to the application website.** Parents will need their national insurance number and, where applicable, their partner's national insurance number to fill in the application form.

Eligible parents will receive a code which must be given to the school in order for their child to receive 30 hours.

This process must be completed before the start of each school term in order to receive a funded place.

All other children will be considered for a part-time place (15 hours per week).

Oversubscription in Nursery

If we do not have a place available in our nursery then the child will go onto our waiting list. We will allocate places by the following criteria:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Children subject to a Child Protection Plan
3. Children with an educational, medical or social need for a nursery place.
4. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.
5. Children with brothers or sisters already at the school at the time of the proposed admission (includes half brothers and sisters living as a family unit full-time at the same address).
6. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distance.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the application date as criteria for allocating a place.

Free School Meals/Early Years Pupil Premium

When a parent is offered a nursery place we will encourage them to apply online at https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register to check their eligibility for FSM or EYPP.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the Local Authority's Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

- The Executive Head teacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in Hackney Learning Trust's policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Admission

6.1 Admission number

Each school has an agreed admission number of 90 per year group (Daubeney Primary School) or 60 per year group (Lauriston & Sebright Primary School) pupils for entry in reception year to year 6. For nursery please see section 4.1.

6.2 Education Health Care Plans

If a child has an EHCP we will arrange a review meeting with the parents and all professionals involved with the child to plan an individual admission's process. This may involve a staggered start to ensure that the child is fully prepared for the admission.

6.3 Home Visits

We visit all children and parents that are new to our Federation Schools at home. This visit is organised so we can meet the parents and child in their own environment. During this visit we will discuss the expectations of the school and answer any questions the parents may have regarding our policies and how we support children within the school. We will also be able to further assess whether their child may need a staggered start or additional support to ensure that their admission goes successfully.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for. However, we discourage this because this means that:

- children find it difficult to form friendships once the friendship groups have already been established
- children miss the opportunity to begin their education with their peers
- children often find it difficult to catchup with their peers regarding the curriculum cover before they start in Reception Class

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, if there are spaces available in the year group they are applying for, their child will always be offered a place. However if the child has an EHCP then the application for a new school is made through the local authorities SEND consultation process and not through the admissions team.

If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group at Hackney Learning Trust. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with Hackney Learning Trust's oversubscription criteria. The waiting list is kept and administered at Hackney

Learning Trust. All communications regarding admissions for Reception to Year 6 must go through Hackney Learning Trust.

Applications for in-year admissions should be made through:

<https://www.learningtrust.co.uk/section/admissions-and-transfers> or by telephoning 020 8820 7150 or 020 8820 7401

Once children have been offered a place at one of our Federation schools we will:

- contact the previous school for information;
- contact the parents to invite them and their child in to the school for a visit;
- conduct a **home visit** which will be arranged and made by a member of our Senior Leadership Team and either the Family Support Worker or a Learning Mentor;
- invite the parents into school to complete the necessary paperwork. Documentary evidence such as child's Birth Certificate and proof of their current address will be photocopied and kept in the child's file.

8. Admission Procedures

As part of our admission procedures we will complete a home visit for every new child joining one of our schools.

8.1 Nursery

September in-take

Parents are invited into school for an open day. They will be taken on a tour of the nursery and have a meeting with the Executive Head teacher and/or Head of School and the Early Years Foundation Stage lead teacher.

The class teacher and key worker will visit the parents and child in their home before the child starts nursery.

During the first week there will be a staggered start and the child's hours in nursery will be increased and the amount of time the parent stays with the child will decrease.

Base line assessment

Children are given time to settle into their new classroom and build relationships with the adults before we conduct baseline assessments. We collect evidence through daily observations, verbal interaction, planned play and self-initiated activities. The baseline assessment will focus on all prime areas: Personal, Social and Emotional Development; Physical Development; Communication and Language Development and will also focus on Literacy and Mathematics.

In-year Admissions

We will invite parents into nursery and visit them at home. The first week at nursery will be a staggered start and once the adults and child have got to know one another the baseline assessment will take place.

8.2 Reception

Parents are invited into school for an open day. They will be taken on a tour of the Reception Classes and have a meeting with the Executive Head teacher and/or Head of School and the Early Years Foundation Stage lead teacher.

The class teacher and key worker will visit the parents and child in their home before the child starts Reception.

At the beginning of July we have a Transition Week. The children are invited into school for the week to meet their teachers and get to know the routines. We begin with an only and building up to include lunch time and full day during the week.

8.3 In-year Admissions (R – Yr 6)

A home visit will be arranged and made by a member of our Senior Leadership Team and either the Family Support Worker or a Learning Mentor.

Parents and children will be encouraged to make a school visit. A member of the Senior Leadership Team will conduct a school tour.

The Admissions Team will meet to discuss allocation of class within the year group, any individual support needed for the child and then share information with the new class teacher and parents.

On the first day the child and parents will arrive at 8.45am and be met by the family support worker or Learning Mentor at the main gate. Buddies must be arranged by the class teacher to help support transition. The family support worker or learning mentor will phone parents with an update at lunch time if necessary.

The buddies and Family Support Worker/Learning Mentor will continue to support the child's transition throughout the first week.

During the second and third week the appropriate Maths and English Assessments will take place. Class teachers will complete a report on the child's social and emotional development and how the child has settled into the class and school. This report must be shared with members of the SLT.

A full report including academic, speech & language and social & emotional development must be completed at the end of the fourth week and shared with SLT.

8.4 EHCP admissions

A home visit will be arranged by the SENCo and Family Support Worker/Learning Mentor before the child starts school.

The parents and child must visit the school to familiarise themselves with the school at least once.

The school's SENCo will arrange a review with the SENCo of the previous setting and parents before transition to devise a personalised transition plan.

The transition maybe staggered and the child may visit for mornings or afternoons only whilst remaining at their current school.

8.5 Personalised Support

When needed we will provide:

EAL – a programme of support for learning English

SEAL – social an emotional support from the learning mentors

Catch-up – if needed specific support for areas of the curriculum

Behaviour – however we will be explicit about our expectations and if necessary arrange a personalised support plan.

High expectations of behaviour for learning – we treat a change of school as a new start for children, if a child has been excluded from school or close to exclusion, we will arrange a meeting with the Head of School for the child and parents to explain our behaviour expectations. This will also give the child a chance to develop a positive relationship with the Head of School.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Approved by:

Signed: _____

Chair of Governors

Executive Head teacher

Ratified: 20th September 2018