AYLSHAM LEARNING FEDERATION

ADMISSIONS POLICY

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Signed: .....

Chair

1. Aims

- To establish clear, objective and fair admission arrangements that do not disadvantage one student/pupil/child over another.
- To ensure a system where all parents/carers feel they have the same opportunities to apply for the schools and settings in the Federation.
- To enable parents'/carers' preference for John Bear's Nursery, John of Gaunt Infant and Nursery School, Bure Valley School or Aylsham High School to be met or to the maximum extent possible.
- To provide information and guidance to governors about application for admission to the schools and settings.

2. Purpose

To ensure that decisions to admit students/pupils/children are based on fair and transparent criteria. If the number of applications exceeds availability, students/pupils/children will be allocated places in the following order of priority:

Aylsham High School

1. Children with an EHCP (education, health and care plan) or statement of special educational needs naming the school.
2. Children who are in public care or who have been adopted from public care who are due to transfer.
3. Children with a brother or sister attending the school at the time of admission.
4. Children who are due to transfer and live in the area served by the school.

The ‘area served by the school’ is defined as the villages that make up the catchment areas of Aylsham High School and therefore The Aylsham Cluster of Schools:

- Aldborough Primary
- Bure Valley Junior
- Buxton Primary
- Colby Primary
- Erpingham VC Primary
- Hevingham and Marsham Primary Partnership
- St Michael’s C of E VA Primary and Nursery

5. Children of staff who have a permanent contract of employment who are due to transfer.

6. Children who attend an Aylsham Cluster school but live outside the catchment.

7. Children who live outside the catchment, based on proximity of the child’s home to each applicable school, with those living nearer being accorded the higher priority.

Bure Valley School

1. Children with an ECHP or statement of special educational needs naming the school.

2. Children who are in public care or who have been adopted from public care who are due to transfer.

3. Children who are eligible to transfer with a brother or sister attending the school at the time of admission.

4. Children who are eligible to transfer and live in the area served by the school who do not have a brother or sister at the school. The ‘area served by the school’ is defined as the area that makes up the catchment area of:

- John of Gaunt Infant and Nursery

5. Children of staff who have a permanent contract of employment who are due to transfer.

6. Children who attend the above but live outside the catchment.

7. Children who live outside the catchment, based on proximity of the child’s home to the school, with those living nearer being accorded the higher priority.

John of Gaunt Infant and Nursery School

1. Children with an EHCP or statement of special educational needs naming the school.

2. Children who are in public care or who have been adopted from public care who are due to transfer.

3. Children who live within the catchment area with a brother or sister attending the school at the time of admission.

4. Children who live within the catchment area and have a brother or sister attending Bure Valley School at the time of their admission.

5. Children who live within the catchment area and have no brother or sister attending the school at the time of their admission.

6. Children who live outside the catchment area and have a brother or sister attending John of Gaunt Infant and Nursery School at the time of their admission.

7. Children who live outside the catchment area and have a brother or sister attending Bure Valley School at the time of their admission.

8. Children of staff who have a permanent contract of employment at their time of admission.

9. Children living outside the catchment area and have no brother or sister attending the school at the time of their admission.

Our definition of siblings - 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the applicable school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. In the unlikely event that distance does not separate the final two or more pupils/students seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

Parents/carers may appeal to the admissions authority against a decision not to admit a child. As a Foundation school the Governing Board is the admissions authority. The Governing Board will use the local authority (LA) appeals procedure for any admissions appeal.

John Bear's Nursery
See Appendix 1 – attached.

3. Relationship to other policies

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

4. Roles and responsibilities of the Governing Board, Executive Headteacher and staff

The **Governing Board** 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/carers.

- An admissions register is kept up to date.

- An admissions appeal panel is in place to hear parent appeals against non-admission.

- Each school's and setting's net capacity formula is reviewed annually and proposed variations communicated.

The **Executive Headteacher** will ensure that:

- Students/pupils/children are admitted only in accordance with this policy.

- The schools are represented on the LA admission forum.

- Where places are available, students/pupils/children are admitted in accordance with the agreed priorities.

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

5. Arrangements for monitoring and evaluation

The number of students/pupils/children on roll, the number of unsuccessful applications and reasons for unsuccessful appeals will be reported to the Governing Board each term with advice on any implications. Feedback from parents/carers will also be reported.

Appendix 1

John Bear's Nursery

Admission Policy for Nursery Intake children

Dates of Entry

Children are entitled to 15/30 hours funded nursery hours per week and are eligible for this the term after their third birthday.

We are able to take children as 'rising 3's' immediately after they turn 3 but this is a non-funded place.

John Bear's Nursery Admission Guidelines

All admissions to John Bear's Nursery are subject to Norfolk County Council Guidelines which are as follows:

1. Children in public care who are due to access three and four year old funding.
2. Children with an Educational Health Care Plan naming John Bear's Nursery.
3. Children who are due to access three and four year old funding who are living in Aylsham with a sibling at John of Gaunt Infant & Nursery School.
4. Children who are due to access three and four year old funding who are living in Aylsham.
5. Children who are due to access three and four year old funding who are living outside of Aylsham and have a sibling attending John of Gaunt Infant & Nursery School.
6. Children of staff who have a permanent contract of employment who are due to transfer.
7. Children who are due to access three and four year old funding who are living outside of Aylsham.

Nursery Class Admission Policy

Allocation to the nursery is determined by John of Gaunt Infant and Nursery School on a termly basis, taking into consideration parental preference where possible. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

The nursery has 104 places with 52 places in any one session. Children are introduced gradually into the nursery, after an initial home visit offered at end of the preceding term before starting.

Session choice is very flexible but is always subject to space available. Additional hours, if available, may be purchased at the published rate. Any changes to session choice will be considered at the discretion of the Nursery Manager and the Head of School.

Early education is offered within the national parameters:

- No session for a child is longer than 10 hours

- There is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- No sessions start before 6.00am or run after 8.00pm
- Children will only attend a maximum of two single sites in one day

At John Bear's Nursery Early Education is offered to families for either 38 weeks (term time offer) a year or 50 weeks a year (stretched offer). The funded hours can be claimed (to the maximum available) –

Monday – 7.30am – 6.00pm
Tuesday – 7.30am – 6.00pm
Wednesday – 7.30am – 6.00pm
Thursday – 7.30am – 6.00pm
Friday – 7.30am – 6.00pm

Children may attend part-time until they are ready for full-time sessions. Parents are welcome to stay until their child is confident in staying on their own, helping and supporting in class at the same time.

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. Our SEND and Inclusion Policy can be found on our website www.johngaunt.norfolk.sch.uk and a copy can be made available on request.

Registration

As part of the registration process, parents/carer will be required to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlements.

A copy of the documentation will be retained. This will be stored securely accordingly to our retention schedule.

The admissions policy is available to all families on or website www.johngaunt.norfolk.sch.uk or a printed copy can be made available on request.

Transfer from the Nursery to Reception

Children currently in the nursery do not necessarily have a place in the reception class. Currently decisions on place allocation are taken by the authority.