

Admissions Policy



Policy Document Status			
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'Love, Laugh, Learn'

Resourcefulness, Reciprocity (teamwork), Resilience, Reflectiveness

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply (see appendix 1)
- Explain **how to appeal** against a decision not to offer your child a place

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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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 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. How to apply

For applications in the normal admissions round you should use the application form provided by your home Telford & Wrekin Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Please follow the link to apply for a school place.

www.telford.gov.uk/info/20026/school_admissions/283/school_admission_arrangements

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note, pupils attending our school will not transfer automatically to Wrockwardine Wood Church of England Junior School a separate application must be made for a place.

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. Please follow the link to T&W ***Determined School Admission Arrangements***

https://www.telford.gov.uk/downloads/file/17332/determined_admission_arrangements_for_20222023

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of **70** pupils for entry in Reception with an artificial cap of 60.

6.2 Oversubscription criteria

Please follow the link to T&W ***Determined School Admission Arrangements***

https://www.telford.gov.uk/downloads/file/17332/determined_admission_arrangements_for_20222023

6.3 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.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed by Telford & Wrekin Local Authority why admission was refused and given information about the process for hearing appeals.

9. Nursery admissions

The Governing Board is the admission authority for children to its nursery schools, Wrockwardine Wood Infant School Nursery and Oakengates Nursery.

9.1 Wrockwardine Wood Infant School's Maintained Nursery

Wrockwardine Wood Infant School & Nursery has 60 part time or 30 full-time nursery places, available to children aged 3 and 4.

Every 3 and 4-year-old is entitled to 15 hours free nursery education in a nursery class. The school currently offers 15 hours of free nursery education each week. This can be taken as 3 hours per day, 5 days per week, either for 5 mornings or 5 afternoons. There is the expectation that every child will attend all of their allocated sessions after the agreed transition period. Nursery places are usually offered to parents for 3 terms across the academic year.

We also offer 30 hours government funded provision for eligible parents of 3- and 4-year olds with the option of a school meal and childcare for the lunch period. Session time 8.45am-3.15pm 5 days per week. There is an additional cost for the school meal and the childcare at lunchtime. Please see our Charging and Remission Policy in the School Information section of our website.

Children will be able to start at the beginning of the term **after** their third birthday. The school may consider, if admission numbers are low, applications for earlier admission if parents are entitled to nursery funding for two-year olds. The nursery place continues until the end of the summer term prior to the September when the child starts school.

All parents / carers will need to complete an application form which is available from the school office. Completed application forms including any supporting documentation which includes birth certificate of the child needs to be handed in to the school office to confirm this has been seen (appendix 2 or 3)

Any applications received after **May 31 for September** admission, **October 31 for January admission or 31 January for April** admission will be deemed as 'late' and will only be considered after all on-time applications have been considered. The school maintains a waiting list for nursery admissions.

When making an application, parents are invited to express a preference for a morning or afternoon session. In making decisions, Governors are mindful of parental preference but cannot guarantee to meet these preferences in the event of over-subscription.

Once a place is offered the parent must accept or decline the offer within the time frame detailed in the offer letter. Once a family has accepted a place for either a morning or afternoon session, their child will be removed from the waiting list.

Should a family wish to change their allocated session, they must make a new application for a place. This application will be considered by the Governing Board and the admissions criteria will be applied.

There is no link between nursery admissions and admissions into the infant school. There are separate admissions criteria for both, and a separate application will need to be made via Telford & Wrekin Council for entry into the infant school reception class.

If there are more applications than there are places available in the nursery class, then all applications will be considered against the following over-subscription criteria:

1. Any children with Statements / EHCPs for Special Educational Needs, naming the school
2. Children who are in the care of the local authority or provided with accommodation in that authority in accordance with The Children Act 1989
3. Children within the catchment area of Wrockwardine Wood Infant School **(Appendix 1 Note 1)** starting with oldest children first, then according to distance
4. who are eligible for the pupil premium or the service pupil premium
- whose parent has worked at the school for 2 years or more
5. **(Appendix 1 Note 2)**
6. Other children starting with oldest children first, then according to distance. If there are insufficient places available for all the children and no distinction can be made between the applicants, a final decision will be made by the Governing Board.

Multiple Births – if there is only one place available and all the relevant over-subscriptions criteria applied and no distinction can be made, then the Governing Board will offer one place to the family and ask them to identify which child will take the place offered.

In this circumstance, the other 'multiple birth' children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the nursery class.

The waiting list order of priority is as in the above categories 1-5 and is not based on the length of time on the waiting list, except in the case of multiple births (see above). There is no statutory right of appeal against the refusal of a place in the nursery class.

Parents who wish to challenge the decision of the Governing Board should write to the Chair of the Governing Board. The Governing Board will consider all challenges at their next termly meeting and the Clerk will respond in writing on their behalf.

Parents should note that all decisions regarding admissions remain the responsibility of the Governing Board and are not delegated to the Executive Headteacher or other members of staff.

Visits to the Nursery are warmly welcomed; interested parents should contact the school to make an appointment. Once a child has been allocated a place a home visit will be arranged with the parents.

Two-year-olds – eligible for early education funding

We also offer free childcare places to 2-year-olds who are eligible for early education funding. We will follow our criteria for 3- and 4-year-old but in addition we will consider the following when offering places to two-year-olds.

- Offer places to children of an appropriate age to fill the vacancy to ensure a balance of places across the age range.
- 2-year-old children receiving early education funding to be prioritised under exceptional need criteria when allocating nursery places for 3-year-olds.

Annual reviews of admission for 2-year-olds will take place to respond to the changing needs of the community. The Governing Board will make any changes clear to parents when this policy is reviewed annually.

9.2 Oakengates Maintained Nursery School

Preschool has 60 part time or 30 full-time nursery places, available to children aged 3 and 4 years old. The admission criteria is the same as the school's maintained nursery (see above).

The nursery also offers full day care facilities which includes a baby room which can accommodate 12 babies. Admissions are based on a first come first served basis. Each application will be carefully considered to ensure the nursery can meet the requirements for the child e.g. term time, full year contract.

The procedure for day care applications takes 10 working days and is set out below:

1. The parent completes an initial application form which can be collected from the office, this enables the nursery to be clear about the childcare requirements (appendix 2)
2. Availability of sessions requested is checked to ensure they can be accommodated.
3. The application is passed to the Admissions team (Executive Headteacher, Day Care Manager and School Business Manager) to review.
4. If a place is allocated parents are informed and asked to complete a registration form.
5. If a place cannot be allocated the parent will be asked if they wish to be put onto our waiting list **until a space becomes available for their chosen sessions.**

For admission criteria for the toddler room which can accommodate up to 24 two-year-olds please see section 9.1 'Two-year-olds – eligible for early education funding.'

Day Care

Parent complete an application form indicating sessions required, the date they want the place to start and whether term time or full year.

On receipt of the application form parents will be informed of the date of the next admissions meeting which is when their application will be considered.

Parents will be informed of the panel's decision by telephone and confirmed in writing within 5 working days after the meeting has been held.

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Note 1

The home address is the child's normal home address at the time of the application being considered for a place. The Governing Board reserves the right to verify the address given if there is any doubt. Evidence would normally be the most recent Council Tax bill, parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

Note 2

Members of staff are those staff who:

- a) are employed permanently and directly by the Governing Board and have been for at least two years at the time the application is made, or
- b) staff employed for 15 hours or more a week by contractors appointed by the Governing Board and work solely on the school site and have done so for at least two years or
- c) Any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method



Application Form – Oakengates Nursery School

APPENDIX 2

If you would like to register your child for a place at the nursery, please fill out the form below to start the process. Once the form has been submitted we will be in touch to confirm availability of sessions requested

Name Of Child:		Date Of Birth:	
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Name(s) and address(es) of parents making this application	
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Home Telephone:	Home Telephone:
Mobile Telephone:	Mobile Telephone:
Email address:	Email address:

I/We would like my/our child to start attending these sessions from:	(insert date)	
Does your child have any specific medical or other needs e.g. SEND which will need to be considered?	Yes	No
If 'Yes' please add further Information here		

Daycare Baby room sessions

I/We would like my/our child to attend the following sessions (please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day (7.30 – 6.00)					
Short Day (8.30 – 3.30)					
Full Morning (7.30 – 12.30)					
Full afternoon (12.30 – 6.00)					

Term Time Only (✓)		Full Year (✓)	

Day-care Toddler room sessions (not funded) –Please indicate whether term-time or full year contract required

I/We would like my/our child to attend the following sessions (please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day (7.30 – 6.00)					
Short Day(8.45 – 3.30)					
Full Morning (7.30 – 12.30)					
Full afternoon (12.30 – 6.00)					
Term Time Only (✓)		Full Year (✓)			

Pre-School and Toddler funded sessions (Term-time only)

I/We would like my/our child to attend the following sessions (please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
GRANT MORNING (8.45 – 11.45)					
GRANT AFTERNOON (12.30 – 3.30)					
Breakfast (7.30 – 8.45 payable)					
Lunch (11.45 – 12.30 – Payable)					
Tea (3.30 – 6.00 – Payable)					

We reserve the right to change sessions in the future to be responsive to Parents/Carers needs. These changes would follow a consultation period. You will be given one month's notice of any changes. Should you no longer require a place, please ensure you give a month's notice, as stated in your contract.

TODDLERS TALKING TWOS CODE					
PRE-SCHOOL 30 HOURS (please tick)	TERM TIME		STRETCHED		CODE

Signature of Parent/Guardian:		Date:	
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FOR OFFICE USE ONLY

APPLICATION RECIEVED	
PLACE OFFERED	
INDUCTION DATES ARRANGED	



Application Form

APPENDIX 3

Wrockwardine Wood Infant School Nursery

If you would like to register your child for a place at the nursery, please fill out the form below to start the process. Once the form has been submitted, we will be in touch to confirm availability of sessions requested

Name Of Child:		Date Of Birth:	
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Name(s) and address(es) of parents making this application	
Name: Address: Post Code: Home Telephone: Mobile Telephone: Email address:	Name: Address: Post Code: Home Telephone: Mobile Telephone: Email address:

I/We would like my/our child to start attending these sessions from	(insert date)		
Does your child have any specific medical or other needs e.g. SEND which will need to be considered?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
Yes	No		

If 'Yes' please add further Information here

I/We would like my/our child to attend the following sessions (please tick the appropriate boxes)	
Session	Please tick
MORNING (8.45 – 11.45) 5 days Monday to Friday	<input type="checkbox"/>
AFTERNOON (12.15 – 3.15) 5 days Monday to Friday	<input type="checkbox"/>
Lunch (11.45 – 12.30 – Payable) 30 hours only	<input type="checkbox"/>
Please tick	
TALKING TWOS CODE (rising 3's)	CODE <input type="checkbox"/>
PRE-SCHOOL 30 HOURS	CODE <input type="checkbox"/>

Signature of Parent/Guardian:		Date:	
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FOR OFFICE USE ONLY	
APPLICATION RECIEVED	
PLACE OFFERED	

INDUCTION DATES ARRANGED	