

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Admissions Procedure

Our Vision Statement

‘Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well-being.’

Document Control

Change Record

ID	Author	Version	Change Reference
			No Previous Document
30-Oct-07	Laura	Admissions.001.(D)	Updated and Created new draft document
13-Nov-07	Laura	Admissions.002 (D)	Made amendments from PP&C Committee
15-Nov-07	Kim D	Admissions.003 (D)	Added section re 'Looked after children'
26-feb-08	Laura	Admissions.004 (D)	Changed 'Policy' to 'Procedure'
25-March-08	Laura	Admissions.005 (D)	Changed formatting
31-March-08	Laura	Admissions.005 (P)	Removed draft references and published document
5-Feb-09	Laura	Admissions.005.1 (D)	Created new draft document emailed to Emma
13-March-09	Emma	Admissions005.2(D)	New draft created by Emma
17-March-09	Emma, Chris, Estella and Ruth	Admissions005.3(D)	Reviewed and amendments made. Emailed to full GB for special meeting
08-July-09	Chris	Admissions005.4(D)	Updated and sent to PP+C
20-July-09	Chris	Admissions005.5(D)	Updated and sent to PP+C
Nov 2010	Chris and Emma	Admissions005.6(D)	Updated by PP+C Agreed by Full Governing Body
Sept 2012	Arlette	Admissions 5.7	Removed criteria for Children's Centre Day Care Admissions.
Sept 2015	Arlette	Admissions 5.8	Updated in line with staff priority
Jan 2017	CAJ, AW, TOF & PH	Admissions 5.9	Updated in line with new entitlement of additional 15 hours for eligible children.
January 2018	Reviewed by LAPD	Admissions 6.0	Clarified earnings clause.
September 2019	Reviewed by LAPD	Admissions 6.0	No changes.

Distribution

Resources	Full Governing Body	

Reviewers	Approvers	Distribution
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NURSERY

All three and four year-olds are eligible for 15 hours per week of free early education. The new entitlement provides an additional 15 hours of free childcare for eligible children.

Households will be eligible for an **additional** 15 hours free entitlement where:

- Both parents are working, or one parent is working in lone-parent families.
- Both parents are working but one or both parents is temporarily on maternity, paternity or adoption leave.
- Both parents are working but one or both parents is temporarily on statutory sick pay.
- One parent is employed and one parent is disabled, incapacitated or has substantial caring responsibilities.
- Parents must earn a minimum weekly amount equivalent to 16 hours at national minimum wage or national living wage, and less than £100,000 per year, per parent.

At Hitherfield we aim to offer the equivalent of 72 x 30 hour places in order to support our community.

This balance of provision is expected to meet the community's requirements, however, we will be flexible with the exact number of 15 and 30 hour places in order to meet the changing annual requirements of our community.

Full-time places start at 9:15 to 3:15pm

A part time place is offered as follows:

Monday and Tuesday – all day 9:15am to 3:15pm AND Wednesday from 9:15am to 12:15pm

Wednesday from 12:15pm to 3:15pm and all day 9:15am to 3:15pm on Thursday and Friday.

'Wrap-around' care (before and after-school provision, 7:45am to 9:15am and 3:15pm to 6pm, is also available to Nursery children through our breakfast and after-school provision. Places are offered in accordance with the nursery offer criteria and subject to availability.

Allocation of Places

Places are allocated in line with the following criteria irrespective of whether a child is eligible to 15 or a 30 hour place.

1. Children recommended for a nursery place at Hitherfield by the Disability or Locality TAC (Team Around the Child), or who are looked after by the local authority or who have an allocated social worker.
2. Children with professionally supported educational, medical or social needs, e.g. children who are recommended for a place at the school by the Disability or Locality TAC (Team Around the Child)
3. Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted.
4. Children of staff at the school. A member of staff for the purposes of this criterion must be employed by Hitherfield Primary School for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application.
5. Children who live nearest to the school on the basis of distance between the child's home and the school, measured by a straight line.

Home -visits – These take place before a child takes up their place at the Nursery.

- During the home visit, the school booklet will be given and the Nursery times and practice explained.
- The child will be offered a part-time placement and a starting date given - parents may request session options, but we may not be able to grant their preference.
- The key worker, with parental help, will write a short profile about the child. This will enable him/her to get to know the child and support their transition from the home to school settings.
- Details will be given about applying to Reception classes. Admission to our Reception classes is not guaranteed for children attending Hitherfield's nursery classes and parents/carers must apply through the Lambeth Central Admissions process.
- It will be stressed to parents that the place should be fully used. Attendance at Nursery is not a statutory requirement but if a place is accepted, attendance is required unless the child should fall ill. Absences of an unexplained nature will be reported to the Education Welfare Officer. The school does reserve the right to

Version: Admissions.005.9 (P) withdraw a place if there are unnecessary and unexplained absences.

Enrolment Procedure

Once a place is offered you will be invited to an admissions meeting to complete an enrolment form.

You will be required to provide the following documents in this meeting:

- a. Full Birth Certificate
- b. Proof of address (this must be either a Council Tax Bill, a tenancy agreement, Child Tax Credits
- c. Health Book
- d. National Insurance number

The allocation of a starting date will be delayed and possibly withdrawn if these items are not supplied in an appropriate timeframe.

Transition to Primary School

Admission to Reception and all other classes

Applications to Reception and all other classes are made through the Lambeth Central Admissions process and places are offered according to the criteria laid out on the Lambeth Website.