

Policy Number

DRAFT

**Statutory
Haxby Road Primary Academy Nursery
and
Tiny Steps
Admissions Policy**

Haxby Road Primary Academy

Reception Entry 2016 -2017

1 Introduction

It is our intention to make our school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the school through open, fair and clearly communicated procedures.

Children are admitted to the Academy according to the Ebor Admission Policy. We also take into account the Guidance on the Priority Admission of Children "In Need".

The Academy works very closely with all professionals working with families who may be in a position to identify a "child in need", and identified needs will be shared with the parents if a priority place is being considered.

We value and welcome both fathers, mothers, other relations and other carers, including childminders and take into consideration each child and their family, their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language. We ensure all children and/or parents with disabilities have the opportunities to take part in the life of the school, making our Equal Opportunities Policy available.

We consult with families to ensure we accommodate a broad range of family need, offering full wraparound care from 3 years old, through Breakfast and Afterschool Club facility. We will also signpost parents to appropriate childcare agencies for additional child care through our 4 Family Hub partnership.

We offer some flexibility about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the school that provides stability for all children.

We operate 2 x 2.5 days blocked sessions as research shows children adapt better to school, have increased wellbeing and independent learning skills. These hours can be increased through 30 hours funding or parental top up.

2 Procedure

In all situations the School's admission procedure follows the same routine:

- 2.1 Completed application forms are arranged in birth order.
- 2.2 Lists of the children to be admitted at the beginning of the Autumn Term are prepared at the beginning of the Summer term.
- 2.3 For each child, a letter and follow up call, offering a nursery place is written to the parents.
- 2.4 The staff then make home visits in pairs to all new families with the relevant letters. Places are formally offered and policies shared during the home visits. The nursery Admissions Form individually along with other forms (medical consent, photographic and video consent, data collection, jewellery consent and half day visits consent forms). Staff will introduce the child's Learning Journal. Dates for each child's visits and start

date will be agreed.

2.5 Welcome open sessions are held during the Autumn term and the EYFS leader introduces the staff and Governors, explains about Nursery Education and the School's philosophy and introduces the "Family Groups" arrangement.

2.6 Children visit and start Nursery through the 'no tears' policy (please see attached policy).

3 Allocation of Free Early Learning Places

3.1 Criteria

3.1.1 A child has the right to attend Haxby Road Primary Academy Nursery and Tiny Steps from any part of the City.

3.1.2 Once admitted to the provision, children may stay until they transfer to a primary or infant school, or the child reaches statutory school age. A place would not normally be removed from a child unless the parent decides they no longer need it.

3.1.3 If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a

Free Early Learning (FEL) Admissions Policy & Procedure

Waiting list and places will be allocated in accordance with the oversubscription criteria.

3.2 Oversubscription Criteria

The following is the order of priority in which application should be considered if the provider is oversubscribed.

3.2.1 **Pupils in public care** (Looked after Children) who:

- are looked after at the time an application for a school is made or
- will be looked after at the time when the child is admitted to school.

Previously looked after children who:

- left care under a residence 1 or special guardianship order or
- were adopted from care under the 2002 Act.

3.2.2 **Children with Special Educational Needs (SEN)**

Any child that has a statement for SEN that names a specific provider must be offered a place there.

3.2.3 **Children accessing Tiny Steps provision.**

Any child who has attended Tiny Steps for at least 2 terms prior to admission to Haxby Road Primary Academy as these children and families will already be established at the setting. It should be noted that attendance at Tiny Steps is not a guarantee of a place at Haxby Road Primary Academy.

3.2.4 **Children with a sibling at Haxby Road Primary Academy**

Any child who has a sibling at Nursery, as this will ease pick up and drop off arrangements for parents/carers.

- 3.2.5 **Date of birth priority** with oldest children admitted first. This will mean all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.
- 3.2.6 **Earliest date of application**
If all other factors are equal, then the earliest application will receive priority. Children applying for a place at Haxby Road Primary Academy in advance of their eligibility will be placed on the waiting list and the date of their application recorded
- 3.27 **Additional hours** over and above the 15 hours (or 30 hours for eligible families) free early learning will be charged by Haxby Road Primary Academy at £3.75 Nursery and £3.75 Tiny Steps per hour (rate current at September 2016). Charges are still incurred for additional hours booked if a child does not attend whether or not this is due to sickness, holiday or parental choice. 1 weeks' notice must be given for cancellation of both paid for and FEL sessions.

Contact details for correspondence

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Haxby Road
www.hrprimary.co.uk

EYFS Childcare provider links

North Yorkshire Council : <http://cyps.northyorks.gov.uk/index.aspx?articleid=13434>

City of York Council: <http://www.yor-ok.org.uk/workforce2014/Childcare%20Strategy/early-years-learning-and-welfare.htm#>

East Riding Council: <http://www2.eastriding.gov.uk/living/children-and-families/the-family-information-service-hub/finding-childcare/>