

St John's Primary School and Nursery.

Admissions and Appeals Policy

Ratified by Governors on: 19.11.14

Statement

At St John Primary School & Nursery we believe that if we can offer appropriate support and a full entitlement to the curriculum, every child in our community who wishes to attend our school should have the opportunity to do so.

Aims

We aim to...

- Introduce the 'school community' by means of induction meetings, open days, assemblies, and before and after school club and school events.
- Provide education from 3-11 years, enabling a smooth transition through every year group.
- Introduce our parents to all aspects of school life and encourage them to take active participation, so building home/school links

Management

- With effect from September 2009 the standard admission number of the school is 30. This is the legal maximum for classes in Key Stage One.
- In the academic year 2009/10 and 2011/12, 2012/13 and 2014/15 the LA requested that the school admit more than 30 pupils to accommodate the extra pupils starting in reception across Kenilworth. We are committed to keeping class sizes at 30 and under in Key Stage One. The Local Authority may give us funding to maintain this.
- In Key Stage Two we have audited our provision and can offer no more than 33 places. This is at the Head's discretion dependant on the needs and well-being of the cohort and applicant.
- The Nursery unit has 26 full time equivalent places. All nursery age children are entitled to 15 hours free entitlement to nursery education. The Nursery has had a temporary increase in admissions to 30 for academic year 2014/15 due to extra places being required.
- Following the new Code of Practice on Admissions (2002 Education Act) we give priority to 'looked after children' and children with a statement of special needs who name this school. In the Nursery priority will be given to children with a special need (this will be in discussion with school staff, health visitor and parents)

At present the school's priority area is

- From the south-western area of Kenilworth bounded by and including the whole of Leamington and Warwick Road to its junction with Randall Road
- The whole of Randall Road, St. Nicholas Avenue and Oaks Road (odd numbers only) to its junction with Rounds Hill

- From here a line drawn to the Beausale Parish boundary where it crosses Rouncil Lane at Fernhill Cottages
- From here, further bounded by and including Rouncil Lane and the Leek Wootton Parish boundary.

At present the nursery's priority area is

- The south-western area of Kenilworth bounded by and including the whole of Warwick Road to its junction with Queens Road
- The whole of Queens Road, St. Nicholas Avenue and Oaks Road (odd numbers only) to its junction with Rounds Hill
- From here a line drawn to the Beausale Parish boundary where it crosses Rouncil Lane at Fernhill Cottages
- From here further bounded by and including Rouncil Lane and the Leek Wootton Parish boundary

If we are oversubscribed the following criteria will apply in accordance with Local Authority Policy and guidelines. All admissions to Reception are handled centrally by the Local Authority and therefore the oversubscription criteria in the Local Authority will apply.

In the event that a Warwickshire infant or primary community or voluntary controlled school is oversubscribed the following oversubscription criteria will be used when allocating places in Reception:

Please note:

Children with a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced. Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.

Time of admission relates to the time the applicant would start at the school –not the time of application or offer.

1. *Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);*
2. *Children living in the priority area who have a brother or sister at the school at the time of admission;*
3. *Children living in the priority area who have a brother or sister at the partner junior school at the time of admission;*
4. *Other children living in the priority area;*
5. *Children living outside the priority area who have a brother or sister at the school at the time of admission;*
6. *Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission;*

7. *Other children living outside the priority area who have a brother or sister at the partner infant school at the time of admission;*
8. *Other children living outside the priority area.*

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

For within year transfers, pupils will be admitted if there is room in the year.

Nursery

Parents are encouraged to register their children as early as possible for Nursery and letters are sent out to parents offering places during the term prior to admission. At St John's we are able to admit children in the term after their third birthday. Therefore we plan to offer:

- Up to 26 places in the morning
- Up to 26 places in the afternoon

If we are undersubscribed we give parents the choice of a morning or afternoon session. Afternoon sessions are usually offered to early entry children in January and April. They then transfer to a morning session in the following September.

Admissions to Nursery are calculated based on square metres per child. Therefore the size of our Nursery dictates the amount of places we can offer. Based on our current floor space we can offer no more than 30 places.

The cut off date for all Nursery Admissions forms is the end of the second week of the term prior to that for which the place is applied for. Applications or requests made after this point will be looked at on an individual basis by the Head teacher and School Admissions handler. If we are at full capacity the following Local Authority Nursery School over subscription criteria will apply:

1. *Children with a statement of special educational needs or an Education, Health and Care Plan that names St John's Nursery.*
2. *Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).*
3. *A child with a child protection plan in place.*
4. *A vulnerable pupil with a CAF in place (or its replacement) or where evidence from the relevant professional(s) can demonstrate to the governing body that a place at St John's Nursery will benefit the child's educational, social, emotional or health development rather than any other provider.*
5. *A child known by the local authority to have additional educational needs where evidence from the relevant professional(s) can demonstrate to the governing body*

that a place at St John's Nursery will benefit the child's educational development rather than any other provider.

6. *A child with a serious ongoing medical condition, where evidence from the relevant professional(s) can demonstrate to the governing body that a place at St John's Nursery will benefit the child's educational, social, emotional or health development rather than any other provider.*
7. *A child who has previously attended the Kenilworth Children's Centre as a funded 2 year old.*
8. *Any remaining places will be allocated to applicants living at a Warwickshire address, with priority being decided on the basis of distance between St John's Nursery and the child's home address. Distance will be calculated by straight line measurement from the applicant's home address to St John's Primary School. If the distance between two addresses is identical then further measurements will be carried out by the admissions team at the council.*

Admission to nursery is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are not satisfied that their child has not been offered a place may express their concerns to the governing body of St John's Primary School and Nursery who will consider each case on its merits, balancing the need to maintain child:adult ratios.

Late applications will be considered after those received on time. Where places cannot be offered to late applicants, they will be added to the waiting list, in the order set out in the oversubscription criteria above. Waiting lists will operate for the term of entry. Where places become available, they will be offered from the waiting list in the order set out in the oversubscription criteria above. Waiting lists will be closed at the end of each term.

The Local Authority administers places in Reception centrally and offers are sent out from the LA to the parents during the spring term. If a child is offered a place in our Nursery it does not automatically entitle them a place in Reception.

Induction meetings are held for both Nursery and Reception aged children.

Community & Parents/Carers

Prospective parents/carers are welcome to visit the school and meet the Head teacher, staff and children before applying for a place. Parents/Carers will receive information on how and where to register their child, and an information pack about St John's Primary School and Nursery.

Appeals

Local Authority documentation will inform parents of their statutory right to appeal. If you have not been offered a place at your chosen school, you do have the right to appeal under Local Authority guidelines. They will then contact the school to provide supporting evidence that a place can or cannot be offered. All appeals are handled by the Local Authority.

Head teacher's Role

The Head teacher is responsible for following the annual LA procedures, including the appeals procedure and ensuring a smooth and happy transition for all pupils into school.