

FOUNDATION STAGE ONE (F1) ADMISSION POLICY

General In accordance with Wokingham Borough Council policy, all eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year.

This equates to 15 hours early learning and care per week, for 38 weeks per year during term time. It is generally regarded as good early years practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child.

Illustration 1: 15 funded hours over 5 mornings

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45am	Funded morning session	Funded morning session	Funded morning session	Funded morning session	Funded morning session
11:45am	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
12:15pm					
3:15pm	Afternoon session	Afternoon session	Afternoon session	Afternoon session	Afternoon session

Illustration 2: 15 funded hours over 5 afternoons

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45am	Morning session	Morning session	Morning session	Morning session	Morning session
11:45am	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
12:15pm					
3:15pm	Funded afternoon session	Funded afternoon session	Funded afternoon session	Funded afternoon session	Funded afternoon session

For three and four year olds we only offer the 15 hours funding as five x3 hour sessions per week, taken either as:

- Daily mornings (8.45 – 11.45am)
- Daily afternoons (12.15 – 3.15pm)

A limited number of full day (30 hours a week) spaces are available, which will incur an additional cost for the lunchtime period, which must be paid privately by parents as it is not part of the 30-hour place. Or parents can opt to take their child home over the lunch period (11:45-12:15pm).

Illustration 3: 30 funded hours over 5 days

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45am	Funded morning session	Funded morning session	Funded morning session	Funded morning session	Funded morning session
11:45am	Lunchtime: Lunch club available (at additional cost) or return home				
12:15pm					
3:15pm	Funded afternoon session	Funded afternoon session	Funded afternoon session	Funded afternoon session	Funded afternoon session

Parents are under no obligation to take up extra hours or additional services, for which charges may be payable, over and above the free entitlement.

At Highwood, we have three points of entry across the school's academic year:

If your child/ren are born between:	They are eligible for a free part-time place in the term following their third birthday:
1 st September and 31 st December	Spring Term - January
1 st January and 31 st March	Summer Term - April
1 st April and 31 st August	Autumn Term (September)

Admission Number

Our admission number is set taking into consideration the staffing levels and physical space available at the early years setting. The admission number is set by the local authority and can only be varied by the local authority; it will be published on an annual basis. The number of F1 children that can be accommodated at Highwood is 52 (part time).

30 hours – Extended Entitlement Some three and four year olds are eligible to a funded early years place of 30 hours a week. Parents applying for a full day (30 hours) will need to meet the eligibility criteria for Extended Entitlement and provide their eligibility code by the advertised deadline. Details of requirements for eligibility for this funding can be found at <https://www.childcarechoices.gov.uk>. It is the responsibility of the parents to prove their eligibility and failure to do so will result in withdrawal of the 30 hour place.

Applications

Applications should be made using the standard application form issued with this policy. Parents should apply direct to the school office by:

- 31 May (or nearest working day) for admission in the following January - notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September notification first week of April

Applications will be considered by the Early Years Team Leader and one other member of staff nominated by the Governing Body, and places will be offered in accordance with the published admissions criteria.

On application for a place, parents will be asked to provide the child's birth certificate to verify the child's date of birth or another form of identity such as passport.

Morning/Afternoon Sessions

Parents may, on application, express a preference for morning or afternoon sessions. If there are particular reasons for requesting either morning or afternoon sessions please include an explanation of these with your application. Where numbers and resources allow, preferences will be considered however, it is not always possible to accommodate all preferences.

If parents wish to change sessions once their child has started at Highwood they must give particular reasons for requesting the change. The request will be considered taking into account numbers, resources and the best interests of the child.

Please note: We do not offer the option of mixed morning and afternoon sessions.

Allocation of places (oversubscription criteria) in line with WBC policy The following criteria will be used to allocate the available places for Nursery when we have received more applications than can be accommodated:

- A. Priority will be given to relevant looked after children. A "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a setting is made, and who the local authority has confirmed will still be looked after at the time when admitted to the setting"
- B. Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C. Children whose permanent home address is in the designated area for Highwood Primary School and who have a brother or sister or step brother or step sister or any other child (including an adopted or foster child) for whom the parents has parental responsibility, living at the same address, who will be at Highwood Primary School when the applicant enters the Foundation Stage Unit
- D. Children whose permanent home address is in the designated area for Highwood Primary School
- E. Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other children as determined by the Schools Adjudicator (including an adopted or foster child) for whom the parents has parental responsibility, living at the same address, who will be at Highwood Primary School when the applicant enters the Foundation Stage Unit
- F. Any other children

Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Highwood Primary School, in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked school.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. If you wish to be removed from the waiting list please inform us immediately. The waiting list will be retained until the end of F1.

Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'.

Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parents or a family has just moved into the area. In such instances, evidence will be required. Applications received after the normal admissions round Applications received after the notification date will be considered as an 'in year' application. Places will be offered if available and if not, the children will be added to the school's waiting list.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the foundation stage unit going above the admission number.

Accepting or declining the offer of a place Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school office within two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder issued and failure to respond to this may result in the place being withdrawn and, in the case of oversubscription, a place offered to the next on the waiting list.

Parents are requested to advise the school office at any stage, if they are not accepting the place for any reason.

Deferring a place

Parents who are offered a place for their child may decide to defer their child's start date by one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place by one term will not prejudice the application.

Where a parent has deferred their place admission to Foundation Stage will take place at the start of the next term with usual admissions. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional sessions over and above the full free entitlement (as detailed above) where parents choose to purchase these.

Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the Nursery may exceed the number of registered places. This is subject to Ofsted and/or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three local authority officers. This should be sent to the Service Manager - Early Years, Childcare & Play, at Children's Services, Wokingham Borough Council, PO Box 156, Shute End, Wokingham RG40 1WN, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

Admission to Highwood Primary School

ATTENDANCE AT HIGHWOOD PRIMARY NURSERY DOES NOT GUARANTEE ADMISSION TO F2 (RECEPTION) AT THE SCHOOL. A separate application for admission to F2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme.

Attendance

Regular attendance at school is essential if your child is to make good progress. Please help your child to attend regularly and punctually. It is very important to establish good attendance habits from the very start and as such our school attendance policy applies to all children at our Primary School, including those in Nursery and Reception who have yet to reach statutory school age. **(In accepting your child's place at our school, you are also accepting our school policies of which our policy on attendance is one.)**

Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, Race Relations Acts 1976 and 2000, Human Rights Act 1998, Disability Discrimination Acts 1995 and 2005 and Equality Act 2006. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties. If your child has an identified special needs or disability we ask that this is brought to our attention as soon as possible so that we can work with you to provide the best start and education for your child.

Start dates

All children due to start in any particular term should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks. Before your child starts we will offer a home visit and settling in session(s).

Use of personal data

All personal information is covered by the relevant Data Protection law and will be held by the school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

The school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the school.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

Glossary

Setting/Early years setting

A generic term for providers of Early Years Foundation Stage care and learning.

Published Admission Number

The number of places that the admission authority must offer in each relevant age group of a setting for which it is the admission authority.

Oversubscription

Where a setting has a higher number of applicants than the setting's published admission number each year.

Designated Area

A geographical area, from which children may be given priority for admission to a setting.

Application Deadline

Date by which applications must be received for initial consideration for a place.

Late Application

Application received between the application deadline and the date agreed for communication of offer of places.

In-year Application

Application received after the date agreed for communication of offer of places.

Waiting List

A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria.

Home Address

The home where the child spends the majority of the whole school week (Sunday 6pm to Friday) including nights, or the majority of the part of the school week during which they attend the setting.

Parent

A parent is defined as:

- All natural parents.
- Any person who, although not a natural parents, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parents, has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.