

Anfield Road Primary School



# Admissions Policy

**'Education is the most powerful weapon which you can  
use to change the world'** Nelson Mandela

## **1. Philosophy**

At Anfield Road Primary School we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the Early Years and the child's experiences between birth and five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality learning together provide the foundation children need to make the most of their ability and talents as they grow up.

### **Principles**

- To ensure the admission criteria for Anfield Road Primary School Early Years provision are clear and that there is flexibility within the system to accommodate children and their families in exceptional circumstances.
- To ensure that the admissions criteria is tailored around the needs of individuals.

## **2. Inclusion**

At Anfield Road Primary we value the diversity of individuals within the school and do not discriminate against children. All children are treated fairly regardless of physical or mental differences, gender, race, colour, Nationality or ethnic origin. All children and their families are valued within our school.

Our school believes that all children matter, they are unique and deserve the very best and each child is given every opportunity to reach their potential. We do this by taking account of our children's range of life experiences when planning for their learning.



We are a **Dyslexia Friendly School** supporting Inclusive education. We use a range of strategies, for example, classroom organisation, teaching materials, teaching styles and differentiation – so that we can take some additional or different action to enable the child to learn more effectively. This ensures that our teaching is matched to the child's needs.

Personal plans are created for children needing more structured support and 'Assess, plan, do review' forms are completed highlighting the support in place and any interventions. These are then shared with parents and reviewed half termly but used as a working document.

Anfield Road Primary has been awarded the **School of Sanctuary** and we pride ourselves in offering the very best support for families and children who may be seeking asylum or refuge in the UK. We have team of staff who will support our families where English is an Additional Language starting from the admission process to helping parents become fully integrated into school life.

We are a school where diversity is welcomed and believe that this enriches the lives of all the children in our school. While celebrating different languages throughout the school year we also offer English language support to children who are new to the UK.

### **3. Nursery Applications**

Parents and carers to collect an application form from the school office and return once completed.

At this point the information from the application form will be processed onto schools Early Years admissions system.

The Head of School will contact parents/carers to collect an application pack, which must be filled out and returned along with all relevant documentation.

The application pack consists of:

- Copy of Birth certificate
- Benefit information
- EYFS contract
- Nappy changing consent form
- Twitter/ photograph consent form
- Tapestry information form
- Medical form

When the admissions pack is returned to school, this information will be checked by the schools administration officer and any outstanding documents will be recorded on the schools admissions system. The administration officer will chase any outstanding documents.

Once the application pack is complete, home visits will arranged by the Head of School for children applying for the current academic year or following academic year, if the application is processed or on file before the Summer Term for the following Autumn Term start dates.

The Head of School and Nursery Manager will attend the home visits and complete an initial assessment.

Parents/carers will receive a letter of acceptance and start date or guidance for next steps.

If a guidance for next steps letter is received, then parents/carers will be invited into school to discuss recommendations for their child and their application will be reviewed as discussed in the meeting.

To ensure the home-school transition into school is smooth and appropriate, start dates and hours will be flexible and tailored to child's individual needs.

Successful applicants will be allocated a place the day after their third birthday.

### **30-hour Application process**

As from September 2017 the Government will be funding 30 hour nursery places for working families who are eligible (see Appendix 1 for eligibility).

Twenty places will be available throughout the 3 and 4 year old provision on a first come, first serve basis within the academic year.

The admissions process will be as documented above; however, the eligibility criteria will be determined according to the DfE statutory guidance.

Parents/carers can check if they are eligible via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

If parents successfully receive an 11 digit 'eligibility code, parents are to collect and complete a 30 hours application form from the school office. This form will include the 11 digit code, national insurance number and the child's DOB.

Parents will be prompted by the HMRC to reconfirm the details of eligibility. If the deadline is missed parents will receive a message from HMRC stating that their eligibility has lapsed and they are no longer eligible for the 30 hours place. A short grace period will be warranted. However, Anfield Road Primary School will send parents termly letters to reconfirm details as a reminder.

At parental request, support with applications and reconfirmations will be provided.

Successful applicants will be allocated a place the term after their third birthday and or the term after the code is validated as follows below:

<b>Child's birthday</b>	<b>When you can claim</b>
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

Children can take up the Government funded 15-hour places the day after their third birthday and then top up to the 30 hours the term after or pay for the additional hours up to the term following.

The 30 hours are 9:15am-3:15pm. If you would like your child to start at 8:45am there will be an additional charge for the two 30 minute sessions at the cost of £3 per day.

#### **4. Pattern of provision delivery**

##### **15 hours provision**

Anfield Road Primary School Nursery is open Monday to Friday 8:45am-3:15pm. The universal 15 hours will be offered in three ways, mornings, afternoons or flexi places. These are as follows:

- Mornings: Monday – Friday 8:45am -11:45am
- Afternoons: Monday – Friday 12:15pm – 3:15pm
- Flexi: Monday & Tuesday 9:15am – 3:15pm and Wednesday 8:45am – 11:45am
- Flexi: Wednesday 12:15pm – 3:15pm and Thursday and Friday 9:15am – 3:15pm

Due to the flexi places being held over two full days and one half day, this extends the Universal 15 hours resulting in the daily start time being 30 minutes later on the 2 full days. If you would like your child to start at 8:45am there will be an additional charge for the two 30 minute sessions at the cost of £3 per day. As your child is here over the lunchtime period on the Flexi hours we offer school dinners at a cost of £1.80 per day. If your child does not want a school dinner, you must provide a packed lunch or alternatively, you may choose to take your child home over the lunchtime at 11:45am and return them for the afternoon session at 12:15pm.

##### **30 hours provision**

The 30-hour government funded places will be available Monday – Friday 9:15am – 3:15pm. Our nursery provision opens from 8:45am, if you would like to access the provision from 8:45am there will be an additional charge for the five 30 minute sessions at the cost of £3 per day. As your child is here over the lunchtime period on the 30 hours offer we can provide your child with a school dinner at a cost of £1:80 per day. If your child does not want a school dinner, alternatively you must provide a packed lunch.

#### **5. Special Educational Needs**

At Anfield Road Primary School Nursery we follow the LA and our agreed admission and equal opportunities policies when completing admissions for

children with additional needs. A place will be offered if available and or the provision meets them needs of individual children. As a school we will do our utmost to support the children and their families in meeting their needs and where the provision does not meet the needs we will regularly review and support the families.

For further information, please see the SEN Policy.

## **6. Over subscription**

Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria. The following criteria will be assessed:

- Children in public Care (Looked after Children)
- Previous children in Public care
- Siblings in school
- DOB
- Earliest date of application

## **7. Reception Admissions**

Admission arrangements for entry into our Reception classes are controlled by the local authority and details on how to apply are shown on the Liverpool City council website:

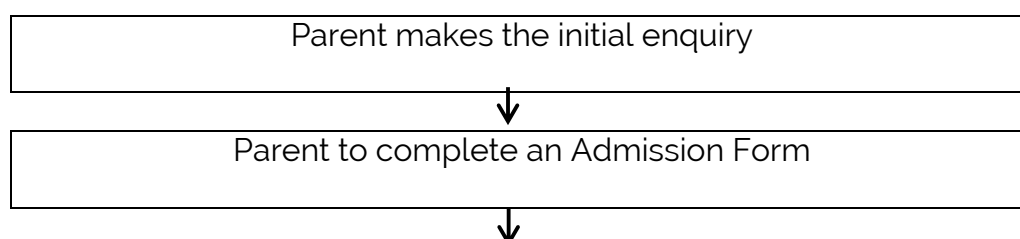
<https://www.liverpool.gov.uk/schools-and-learning/school-admissions/how-to-apply/>

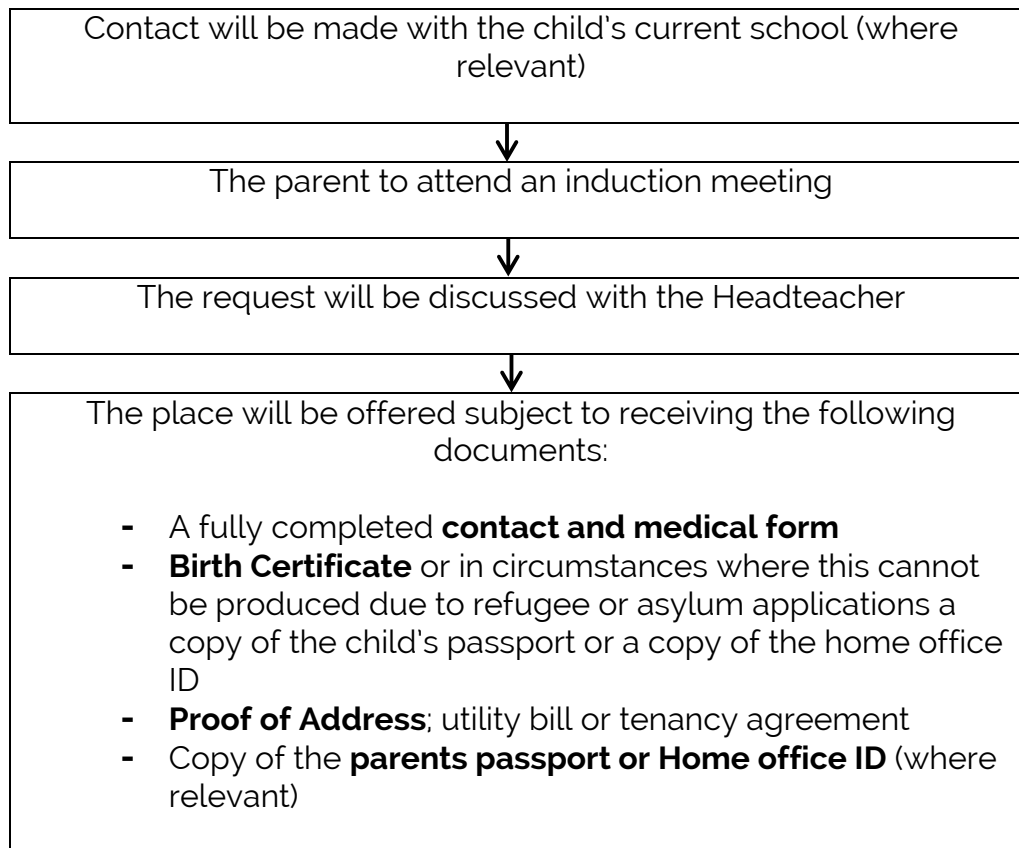
Once places have been confirmed a compulsory home visit will be arranged for any child new to school to ensure transition into Anfield Road Primary School is smooth and successful.

The Head of School will also liaise with any previous childcare providers.

## **In-Year Transfers Admissions**

If a parent is applying for a place for their child in years 1 – 6 this process will be followed:





### **How places are allocated if classes are full**

In circumstances where classes are full, priority will be given on for the following status:

- If the child is CLA
- If the child has a sibling at the school
- If the child's parent is employed by school
- Where a child is new to the UK and seeking asylum or has refugee status
- Child's proximity to the school will also be taken into consideration

### **Breakfast Club Admission**

Children at Anfield Road Primary school are offered a **free** breakfast club. This is run by volunteers and children can enjoy a variety of cereals, fruit, toast and fruit juice. The breakfast club is run by volunteers and staff and donations are received from Greggs the bakers.

Breakfast club is open to all children however children whose parents have regular commitments and where there is a genuine need.

All places are allocated at the discretion of the Headteacher.

In order for a child to retain their place they need to attend regularly at 8.00am 5 days a week.

The Headteacher has the authority to re-consider a place where the child is not attending breakfast club on a regular basis, offering or withdrawing a place in the event of unacceptable behaviour.

In September if a child has an existing place at breakfast club and they have attended Breakfast club regularly the previous academic year a place will be re-allocated for the coming academic year.

Places then will be offered to new Reception children.

If breakfast club is full, parents need to apply for a place by completing a breakfast club request form (which are available on request). They will then be placed on a waiting list until a space becomes available.

**Updated on 12<sup>th</sup> May 2017**

**Written by: Mrs McDonald**