



March 2018

## **Admission Arrangements Policy 2019-2020**

With the agreement of the Governing Body of West Thurrock Academy, the admission policy of the school is stated below.

### **Nursery**

The Nursery is a 52 place Nursery based on 2 sessions per day: 26 children in the morning and 26 children in the afternoon. Children are entitled to 15 hours free education the term after their 3rd birthday. The Governors of the school will offer children a place in the Nursery in the September following their third birthday, according to the criteria for admission.

### **Criteria for admission for Nursery**

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria will apply:

- ❖ Looked after children and previously looked after children.
- ❖ Children with exceptional social, medical or educational reasons for admission. These reasons must be supported by evidence from a relevant professional (e.g. social worker, speech therapist, doctor etc.) and must be submitted with the application for admission.
- ❖ Children who reside with qualified teachers and NQTs employed by the school in a full time position.

- ❖ Children who reside within the catchment area of the school and have a sibling in the school.
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- ❖ Children who resides outside the catchment area of the school and have a sibling in the school.
- ❖ Children who reside outside the catchment area of the school.

The shortest straight-line distance measurement from the front door of the home address to the main school gate in Schoolfield Road will be used to allocate places. Pupils living nearer to the school will be given higher priority.

Addresses within the same apartment block will be regarded as a tie and resolved a random allocation system (a lottery). This process will be administered by the school and supervised by an independent witness.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at West Thurrock Academy provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

### **Applying for a Nursery Place**

Applications will only be accepted if the child will have reached their third birthday by 31<sup>st</sup> August 2019.

Applications to the Nursery for September 2019 intake should be completed and **must be returned to the school by 14<sup>th</sup> January 2019**. Application forms are available at the school from Monday 5<sup>th</sup> November 2018. In order for the application form to be accepted, the following must also be supplied along with the application:

- ❖ Two utility bills or a utility bill and a bank statement with the parent/carers name and home address. These should be dated within the last three months and be original, postal letters. Photocopies of letters or print-outs from the internet will not be accepted.
- ❖ Original copies of the child's birth certificate.

Application forms will be date stamped on receipt.

Applications received after the closing date are treated as late applications. This means there will be far less chance of your child being offered a place at the Nursery.

Letters will be sent to parents notifying them of a Nursery place for their child on Monday 4<sup>th</sup> March 2019.

### **Decisions on Places**

Decisions will be made by the Nursery Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

Decisions are final and there is no right of appeal.

**Attendance at West Thurrock Academy Nursery does not guarantee, or give any priority for admission into the Reception for the following year. This is a separate application process.**

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

### **Tie-breaker**

In circumstances where more than one child is entitled to the same place, the place will be offered using the random application system (a lottery). This process will be administered by the school and supervised by an independent witness.

### **Procedure for Admission to the Nursery**

If your child is offered a place at the Nursery, you will be asked to provide original documentation to confirm your address, before the Nursery place is confirmed.

Before starting at the nursery, all parents will be offered a short visit to the nursery and a home visit. Parents will be given the opportunity to meet staff and to get to know about the school.

Initially, parents will be expected to stay in the nursery to support their child for an appropriate length of time.

### **Home Visits**

All children who have accepted places will be visited at home by two members of the nursery staff, at a pre-arranged time in July or September.

It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start.

### **Leavers During the Year**

If a child is withdrawn by their parents from the Nursery during the school year, parents must give the school a minimum of 4 weeks notice, if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the reserve list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the reserve list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously attended the Nursery, or any other Nursery, will in no way influence the decision on being offered a place.

Any spare places will be allocated during the year, as they become available, providing that the child has already passed their third birthday.

### **Attendance and Loss of Nursery Place**

Due to the great demand for a place at our Nursery, if attendance and punctuality is poor or erratic the nursery teacher will talk to the parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder.

If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

### **Transfer from Nursery into Reception**

Although West Thurrock Academy is its own admissions authority, we commission Thurrock Council to manage the application process for Reception places. Therefore all parents and carers must be made aware that a place in the Nursery does not guarantee a

place in the main school and that they must apply to Thurrock Council, School Admissions Team for a Reception place. Further details regarding how to apply for a Reception place can be found in the Reception section of this policy.

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. This information is available from Thurrock Council, School Admissions Team on 01375 390000 (main switchboard) or <https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place>.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the child as appropriate.

## **Reception**

Although West Thurrock Academy is its own admissions authority, we commission Thurrock Council to manage the application process for Reception places. Therefore all parents need to apply to Thurrock Council School Admissions Team for a place at the school for their child. Children will be admitted in the September following their fourth birthday. The number of children admitted per year is 60.

The deadline for applications is published each year, or can be obtained from the school office. The decision as to whether such applications are successful depends upon the numbers in school at the time and upon the criteria laid down by Thurrock's Primary School Admission's Brochure.

The 'Primary School Admissions Brochure' and application form for admission of pupils to our school is available from Thurrock Council, School Admissions Team on 01375 390000 (main switchboard) or [www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place](http://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place), or on West Thurrock Academy's website.

### **Criteria for admission for Reception**

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria from Thurrock Primary School Admissions: Oversubscription Criteria will apply:

- ❖ Looked after children and previously looked after children.

- ❖ Children with exceptional social, medical or educational reasons for admission. These reasons must be supported by evidence from a relevant professional (e.g. social worker, speech therapist, doctor etc.) and must be submitted with the application for admission.
- ❖ Children who reside within the catchment area of the school and have a sibling in the school.
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- ❖ Children who reside outside the catchment area of the school and have a sibling in the school.
- ❖ Children who reside outside the catchment area of the school.

The shortest straight-line distance measurement from the front door of the home address to the main school gate in Schoolfield Road will be used to allocate places. Pupils living nearer to the school will be given higher priority.

Addresses within the same apartment block will be regarded as a tie and resolved a random allocation system (a lottery). This process will be administered by the school admissions service and supervised by an independent witness.

The school will offer places on a full time basis from the start of the Autumn Term. Parents of children younger than five have the right to defer entry or attend on a part time basis until no later than the start of the term after the child's fifth birthday and within the Reception academic year. Any parent who wishes to defer a place should discuss it first with the Headteacher. The school will hold a place for a child who defers within the academic year but deferment until the beginning of Year 1 is not permitted. If the child's entry is deferred to ordinary admission in the September of the following academic year, a casual admission would need to be applied for entry into Year 1, as the school has a legal obligation to fill all available places during the Reception year. There is no guarantee that a place would be available in Year 1 as that year group could already have 60 children transferring from the Reception year group.

## **In- Year Admissions**

Admissions after the age of 5 (in-year admissions) will be handled by Thurrock Council Admissions Team. Parents are advised to contact Thurrock Council direct as they will facilitate in-year school transfers, and will apply the admissions criteria as per their admissions policy.

Parents are very welcome to visit by arrangement, if they wish to view the school before making a final decision about their child's schooling.

This policy has been adopted for the academic year starting September 2018 and will be reviewed for the academic year starting September 2019.