

HAGLEY PRIMARY SCHOOL

KINDERGARTEN

Admissions Policy and Procedure

Statement of Intent

It is our intention to make Kindergarten genuinely accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to Kindergarten through open, fair and clearly communicated procedures.

Method

In order to achieve this aim, we operate the following admissions policy.

Children whose 4th birthday is between 1st September and 31st August are eligible to start Kindergarten in the September following their 3rd birthday.

The Kindergarten uses the same catchment area as Hagley Primary School. Further information is available at <http://www.worcestershire.gov.uk/schooladmissions>.

Please note: A place in Kindergarten is not a factor in determining entry into Hagley Primary School. The Admission policies are separate. An application for a place in a primary school should be made on-line.

Places are allocated as follows: -

Catchment area

1. Children who have a Special Educational Need and with the support of written evidence from a recognised professional
2. Children who are Looked after or adopted
3. Children with siblings who are on roll at Hagley Primary School at the time of Kindergarten entry and by distance in a straight line as determined by Worcestershire Schools Admissions
4. The children of members of Kindergarten staff at the discretion of the Manager and/or Management Committee
5. By distance in a straight line as determined by Worcestershire Schools Admissions

Out of Catchment area

6. Children who have a Special Educational Need and with the support of written evidence from a recognised professional
7. Children who are Looked after or adopted
8. Children with siblings who are on roll at Hagley Primary School at the time of Kindergarten entry and by distance in a straight line as determined by Worcestershire Schools Admissions
9. The children of members of Kindergarten staff at the discretion of the Manager and/or Management Committee
10. By distance in a straight line as determined by Worcestershire Schools Admissions

‘Looked after’ means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

As well as brother and sister, sibling will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We reserve the right to decline a place to catchment area children taking up so few sessions that the total number of children would exceed capacity. We may also need to reduce the number of requested sessions to ensure the Kindergarten can provide a place for as many children as our capacity allows.

In this event we will take into account the following:

- Children with additional needs
- Alternative provision - where children will also be attending another pre-school setting
- Family circumstances
- Admissions log entry date

Management discretion will apply in all cases. Hagley Primary School Kindergarten is a privately run setting and parents/guardians have no case for appeal.

- We describe our Kindergarten and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, special educational needs, abilities, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe ourselves and our practices in terms of how we enable children and/or parents with disabilities to take part in the life of Kindergarten.
- We make our Equality and Diversity policy known.
- We are flexible where we are able in respect of attendance patterns, to accommodate the needs

of individual children and families.

- We accept Nursery Education Funding; all children are eligible for 15 hours. Some children will be eligible for the “extended entitlement” of an additional 15 hours (from September 2017). Places are offered regardless of the number of funded hours a child is entitled to.
- There is no minimum/maximum number of funded hours parents may claim for their child each day other than as restricted by our opening hours.
- Continuity, familiarity and a regular routine are important for not only all areas of development but also to ensure children feel settled and with this in mind we prefer attendance over at least three days, minimum attendance is over two separate days where this can be accommodated.

When to register interest in a place:

Date of Birth between	Kindergarten entry September	Admissions register open from 1 June
1 Sept 2016 – 31 August 2017	2020	2019
1 Sept 2017 – 31 August 2018	2021	2020
1 Sept 2018 – 31 August 2019	2022	2021
1 Sept 2019 – 31 August 2020	2023	2022
1 Sept 2020 – 31 August 2021	2024	2023

The closing date for application is 1st March prior to eligibility to start in September of that year. All applications received prior to the closing date will be treated equally. Applications will be accepted after the closing date, however, will be considered after initial offers of places have been made.

This policy was compiled by the Kindergarten staff in consultation with the Management Committee

on and is to be reviewed annually.

Signed Manager