

EYFS Admissions Policy



EXCEEDING EXPECTATIONS

This policy will be reviewed spring term 2023

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To be updated in line with Kirklees Policy as required

Principles of Our Policy

This policy has been written in accordance with Kirklees admissions guidance.

- Clear admissions procedures which reflect Kirklees admissions guidance
- Fair and unbiased admissions procedures

At Warwick Road Primary School all children are welcome. We would like to be able to accept all those who apply for admission to our EYFS department; however, due to the popularity of our school we can't always do this. Therefore, we have set out in this policy the criteria used to determine the offering of places to ensure a fair and unbiased admissions procedure.

Responsibility for making decisions regarding admissions to the schools nursery class lies with the EYFS Leader of the school. The Headteacher ensures that the requirements of this policy are followed.

Nursery Admissions

The nursery class at Warwick Road Primary School is able to provide free early years provision for children from the term following their third birthday, if there is an available place. Parents should apply for a school nursery place by:

- 30 April for a September start
- 30 September for a January start
- 31st January for an April start

Application forms are available from the school. Parents must provide the following evidence when submitting an application form:

- Birth certificate (short copy) – a photocopy of which will be requested
- Proof of address i.e. utility bill, bank statement.

The EYFS Leader will keep a list of children's names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the nursery admissions list. The length of time a child's name has been on the admissions list will not be taken in to consideration.

The EYFS Leader will inform parents by letter whether it has been possible to allocate their child a place. Places will be offered by the half-term prior to the term of admission. Admission dates:

Date of birth	Date of admission
1 April to 31 August	Autumn Term (September)
1 September to 31 December	Spring Term (January)
1 January to 31 March	Summer Term (after Easter)

Admissions will be staggered so that staff can make sure the children are settled into the new environment. Staggering is organised in birth date order.

All children will be considered equally for a nursery place, regardless of whether they may eventually apply for a place in YR at our school. Conversely it needs to be clearly understood that a child attending our nursery is not given priority into our YR classes.

The Published Admission Number (PAN) is the maximum number of children school can admit to our nursery. Normally, children will not be refused until that number is reached. Our current PAN for nursery is 52.

Admission to our nursery class is based on the expression of parental preference. If there are more applications than places available the EYFS Leader will consider all applications for admissions using the following criteria:

- 1. Children in public care (looked after children) and children previously looked after**
- 2. Children who live in the school's Priority Admissions Area (PAA) in birth date order, oldest first**

- 3. Children who live outside the school's PAA but who have an older sibling attending from the same address at the date of admission** (the younger sibling rule) **in birth date order, oldest first**
- 4. Children who live outside the school's PAA in birth date order, oldest first**
 - Schools will admit children with statements of special educational or education health and care plans where the statement/plan names the school.
 - Postcodes will be checked with the current information available to parents on the Kirklees website.

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, children's names will be added to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission. They will then be considered for a nursery place along with any other eligible children during the next admission round. This may mean that a place is no longer available.

Transfers from one provider/nursery to another can only happen at the start of term unless there are exceptional circumstances which must first be approved by the local authority Free Early Years Provision Working Group. A transfer is dependent on a place being available.

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the EYFS Leader will be happy to discuss any concerns parents may have about the allocation of places.

Reception Admissions

The responsibility for admission to the YR classes rests with the local authority as explained in the Primary School Guide for Parents. Parents will need to apply separately for a YR class place.

The Published Admission Number (PAN) is the maximum number of children Kirklees proposes to admit. Normally, children will not be refused until that number is reached. Our current PAN for YR is 45.

All children offered admission to YR can start in September but parents may choose to defer entry according to the birth date pattern below.

Date of birth	Defer Date
September to December	Start of Spring Term
January to March	Start of Summer Term
April to August*	Start of Summer Term

* April to August birth dates may defer entry straight into Y1 but this would forfeit the place at the school and require a new application for the Y1 place.

At Warwick Road Primary School we will have one YR class for all children with 2 teachers as well as support staff. Which teacher a child is allocated to is determined by date of birth and gender to ensure that groups have an equal spread of boys and girls and older to younger children. Parents of twins may decide whether their children are placed with the same teacher or with separate teachers (but not which teacher). Admissions will be staggered so that staff can make sure the children are settled into the new environment. Staggering is organised new to school first then children who attended our nursery in birth date order.

If you are not offered a place at our school you can appeal to an independent appeal panel. School we will not stand against appeals until reaching 48 children in YR.