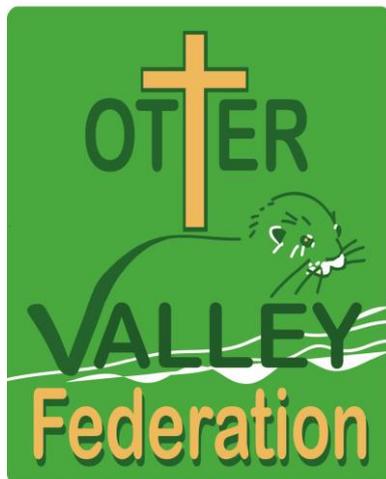


Believing and achieving together



We aim to reflect God's love, "always protects, always trusts, always hopes, always perseveres"

1 Corinthians 13:7

Policy on Admission to the Foundation Stage Unit 2015

Policy dated 12th October 2015

This Policy was adopted by:

The Governing Body of The Otter Valley Federation

at the Learning & Teaching Committee meeting on 12th October 2015

Next annual review: Autumn 2016

Signed by Chair of Committee: _____



TIPTON ST JOHN
CHURCH OF ENGLAND VA PRIMARY SCHOOL

Governors have taken into account the School's Christian values of 'Going for the best to honour God and inspire each other' when reviewing and implementing this policy.

Tipton St John C of E Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for setting these admission arrangements and making decisions regarding admissions applications.

The Ethos of Tipton St John C of E Primary School

As a Church of England School we aim to treat every pupil as unique in the sight of God; to create an atmosphere of serving Christ in others; and to provide a Christian environment for every pupil, including opportunities to worship together.

We believe that it is important that each child is given the opportunity to develop his/her full potential at Tipton which is committed to continuously striving to raise achievement.

We ask all parents applying for a place here to respect our ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Early Years Entitlement

Devon County Council funds the Early Years Entitlement so that all children can access early learning and care based provision from the term after their third birthday up to the term after their fifth birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year. At Tipton St John C of E Primary, the FSU is only open during school term time.

At Tipton parents may also buy additional hours in minimum blocks of 3 hourly sessions. This can be from the start of the term **before** their child's third birthday or in addition to the 15 hours free entitlement, subject to availability. This means that:

- Children with birthdays between 1st January and 31st March can access 15 hours **free** FSU provision from the start of the Summer term (after Easter) but parents/carers may purchase hours from the start of the Spring term (January).
- Children with birthdays between 1st April and 31st August can access 15 hours **free** FSU provision from the start of the Autumn term (September) but parents/carers may purchase hours from the start of the Summer term (after Easter).
- Children with birthdays between 1st September and 31st December can access 15 hours **free** pre-school provision from the start of the Spring term (January) but parents/carers may purchase hours from the start of the autumn term (September).

Governors have determined that blocks of 3 hourly sessions may be purchased for **£11.40 (£3.80** per hour). You can also purchase an additional half an hour at 3.00 p.m. for **£1.90** to allow for collection at the end of the normal school day. All charges will be reviewed annually in March.

Parents are able to request any combination of FSU sessions, subject to availability. Session times are as follows:

Mornings	09.00am to 12.00pm
Afternoons	12.00 p.m. to 3.00 p.m.
All day	09.00am to 3.00 p.m.
Extra ½ hour	3:00 p.m. to 3:30p.m

Children who come for the afternoon session or stay all day may bring a packed lunch or parents/carers may purchase a hot school meal. The school dinner menu is available from the school office and website, along with information about free school meal entitlement.

Applying for a place in the Foundation Stage Unit (Foundation Stage One – FS1)

The Governing Body has delegated the responsibility for setting these arrangements and for decisions regarding admissions applications to a small governors' admissions panel. The panel meets each term following the closing date to allocate FSU places for the following term. The closing date for applications is as follows:

1 April, 1 July and 1 January.

Applications made after these dates may not be considered until after all of the applications that were on time. If a parent couldn't apply before because, for instance, they moved to the area, they should inform the school. If the reason for applying after the closing date is acceptable to the Governing Body, the application will be considered at the same time as everyone who did apply on time if this is still possible.

It is very important that the application form for admission is completed in full, as governors will require all the information when allocating places. The school office staff will be happy to offer advice or answer questions if the process/form is not clear.

Allocating places

The Published Admission Number (PAN) of our FSU is 15. This means that there are **15** places available in each session. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA Early Years and Childcare Team. We will if allowed either admit above PAN or we will increase the PAN. The number of children that can be admitted will depend on their age, the amount of floor space we have, the number of toilets and hand basins we have and what additional staff may be required.

Following the appropriate closing date mentioned above, the admissions panel will meet and will rank all applications according to the school's Admissions Criteria listed below and not according to when the application was made. The offer of sessions will be made according to this ranking and will be made to meet parental need wherever possible. This will include offering successful applicants their full 15 hours' free entitlement plus any additional purchased hours that the parent may need. Parents will be expected to commit to specific sessions and to purchasing any agreed hours for at least one full term. Parents are encouraged to be flexible in their choice of sessions as this will aid the allocation of places. On behalf of the governors, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be invited to a 'stay and play' session in the FSU to meet staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list.

If the FSU is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise.

Any sessions offered, including purchased sessions, will be guaranteed for the duration of the child's time in the FSU. If a parent wishes to change the timing or duration of sessions for their child they will

need to complete a 'change of hours' request form which is available from the school office. This should preferably be submitted half a term in advance, so that the governors' Admissions Panel can include this request when allocating future places. If the FSU is not full, we will always try to meet parents' needs.

Late applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start mid-term. If the FSU is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

Criteria for Admission into the FSU

The governors use the following criteria when prioritising applications. These are the same as the criteria used for the school and are reviewed annually in consultation with the Local Authority and Diocese. Please note that these criteria may change from year to year and parents are advised to check the school website or ask in the school office for the criteria that apply for the time of admission of their child.

Any child whose Statement of Special Educational Needs (SEN) names Tipton St John C of E Primary School FSU will be admitted.

Where we receive more applications than the number of places available - the PAN - the governing body will prioritise applications using the following criteria:

- 1. Children in Care or those who were in Care but ceased to be so because they were adopted, made the subject of a residency order or made the subject of a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who live in the school's designated area, with a sibling on roll at the school at application.**
- 4. Other children who live in the school's designated area.**
- 5. Children who live outside the school's designated area, with a sibling on roll at the school at application.**
- 6. Children who live outside the school's designated area, with an active Christian commitment or whose parents have an active Christian commitment.**
- 7. Other children.**

Notes to Oversubscription Criteria

- (a)** A statement or letter from a priest or minister should be provided in support of applicants seeking priority under criterion 6. This should be returned to the Governing Body with the application form. Applications without a statement or letter will be considered without reference to priority on faith grounds.
- (b)** If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the School measured as a direct line from the entrance of the residential dwelling, to the School as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority].

- (c)** If the tie-breaker at b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot.
- (d)** Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above the Published Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available places or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.
- (e)** Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.
- (f)** Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.
- (g)** For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)
- (h)** Evidence of exceptional medical or social need will be demonstrated according to the Protocol overleaf.

Place on roll at the FSU

A place on the roll at the FSU does not mean a place at the School for Reception. You will need to apply in the normal way during the appropriate period for a place in the School's Reception Class even if your child is currently attending the FSU. Admission to the School at Reception is in accordance with the School's separate Admissions Policy.

Definitions

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Devon LA or any other LA which has informed Devon LA of its wish to place a child. Previously, these children were called Looked After.
Christian church	A church which is recognised by Churches Together in England.
Christian commitment	In assessing whether a parent or child is able to demonstrate active Christian commitment, the Governing Body will give preference to those who are in full and current membership of a Christian Church (for example, on the church electoral roll of a Church of England parish), or who are eligible for such membership, whose application is supported by a statement or letter from their minister. Such a statement or letter should be addressed to the Chair of Governors and returned with the application form.
Churches Together in England	The Baptist Union of Great Britain Cherubim and Seraphim Council of Churches Church of England Church of Scotland Congregational Federation Council of African and Afro-Caribbean Churches Council of Oriental Orthodox Christian Churches Methodist Church Moravian Church New Testament Assembly Religious Society of Friends Roman Catholic Church Russian Orthodox Church Salvation Army
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Home Address	The School will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.
Parent	A parent is any person who has parental responsibility or care of the child. Reference to parents includes carers and either or both parents or sole parent. Where only one of two parents satisfies the criteria the application will be treated equally with applications where the criteria are satisfied by both parents.

Planned Admission Number	This is the minimum number of places available at the FSU. In limited circumstances, more may be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

Contacts and Further Information

Executive Headteacher
Tipton St John Church of England Primary School
Tipton St John
Sidmouth
Devon
EX10 0AG

Telephone No: 01404 812943
Website: <http://www.tipton-stjohn.devon.sch.uk/>
Email: admin@tipton-stjohn.devon.sch.uk



TIPTON ST JOHN
CHURCH OF ENGLAND VA PRIMARY SCHOOL

TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL

Protocol for Admission of children with Exceptional Medical or Social Need

Background

1. Parents are invited to express preference for the FSU they would like their child to attend, together with reasons for preference on the Application Form.
2. In a small number of cases, a preference for this FSU provision will be because a parent feels there is 'exceptional medical or social need' for their child to attend here.
3. The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, exceptional need could include:
 - A serious medical condition, which can be supported by medical evidence;
 - The death of a parent associated with another school or early years provision;
 - Significant caring responsibilities which can be supported by Social Services;
 - Where one or both parents or the child has a disability that may make travel to a school further away more difficult.¹
4. It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend this school can be demonstrated before applications are prioritised and processed.
5. It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which sets out a reasoned and unequivocal opinion that the child would suffer a significant detriment by not being admitted here.

Practice

6. Where a parent cites exceptional need, or where the Governing Body feel the reasons given by a parent for preferring this school on their application form could be considered as such, the protocol will apply.

¹ These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

Admissions in the Normal Round

7. School FSU application forms that indicate exceptional need will be discussed by the Governing Body. Further information may be sought from the applicant if necessary.
8. If the Governing Body accepts that exceptional need has been demonstrated, the parent will be advised that the application is considered to meet criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission.
9. Where the Governing Body does not agree that the need is exceptional, the application will be prioritised according to the school's over-subscription criteria and a place will be offered or refused accordingly.
10. Where the Governing Body do not agree that the need is exceptional and a place is refused, the parent will have the right of appeal through the schools complaint process.
11. Where the Governing Body do not agree that need is exceptional, the parent will be able to provide further information for consideration.

In Year Admissions - 'Out of Normal Round'

12. If the FSU has vacancies, the application should not be refused. If the provision has reached or exceeded the Published Admission Number or other agreed admission limit, the Governing Body will consider whether exceptional need is demonstrated.
13. If the Governing Body feels that exceptional need has been demonstrated, the parent will be advised that a place can be offered to the child here or alternatively the school will signpost the parent to a setting where there are places available.
14. Where the Governing Body do not agree that the need is exceptional, the application will be prioritised according to the school over-subscription criteria and a place will be offered or refused accordingly.
15. Where the Governing Body do not agree that the need is exceptional and a place is refused, the parent will have the right of appeal through the schools complaints process.
16. Where the Governing Body do not agree that need is exceptional, the parent will be able to provide further information for consideration.