

This policy was agreed at the full Governing Body Meeting 10th December 2015.

Annual review has been delegated to Dr Sarah Batstone, Head Teacher

Chair of Governors: Mr George Craig

Signature:

Date:

Rounds Green Primary School: Policy 2015

Admission Arrangements (Nursery) Policy

Rounds Green organises and controls placement in the school's Nursery. The Nursery has 78 places, with 39 morning places, and 39 afternoon places. Nursery pupils are normally admitted the term after their third birthday.

Parents can request a Nursery Placement Request Form from the School Office, and when completed it remains on file. The procedure is then that approximately three months before admission the Foundation Stage Manager contacts the family, and arrangements are put in place. Prioritisation goes to pupils with special educational needs or who are in the care of the local authority, and then siblings of current Rounds Green pupils. Applicants for a morning place may be offered an afternoon one, if mornings are over-subscribed.

This is in line with Sandwell guidance for admissions (report to the Cabinet Member for Children and Families 21st October 2010) recommending priority as:

1. children who by the date of admission are four years old;
2. children who by the date of admission are three years old.

If the number of applicants exceeds the number of places, the order of prioritisation is:

1. children in the Care of the Local Authority or accommodated by them under Section 22 of the Children Act 1989;
2. children about whom a referral about special educational needs has been received from a healthcare or education professional;
3. children with a sibling attending the school at the date of admission;
4. distance 'as the crow flies' from the home to the main school entrance.

It should be noted that:

- in the event of refusal to allocate a place on the basis of capacity, there is no right of appeal;

- the Head Teacher will take account of parental preference for either the morning or afternoon session, but is not obliged to comply if to do so would prejudice the delivery of effective education or efficient use of resources;
- the Head Teacher has the right to determine the admission date, and whilst taking note of parental wishes, cannot guarantee admission at their preferred time.

Admissions of statutory school age pupils are organised and controlled by Sandwell, and the school has no decision making authority re allocation of places. The Rounds Green Governing Body fully endorses and supports the council's admission arrangements. This is enacted with School Leadership planning and related day-to-day operational processes and decisions. The Head Teacher may be directly consulted about any intent to place pupils who have a Statement of Special Educational Need. The school has an annual planned admission of 60 Reception Year places. All admissions information and documentation is available via the Sandwell council website: www.sandwell.gov.uk

At Rounds Green Primary School:

- This policy will be subject to annual review, delegated to the Head Teacher, with ratification by the full Rounds Green Governing Body, and being signed on their behalf by the Chair of Governors.
- Consideration of Nursery Admissions is through the full Governing Body or if they so determine delegation to an appropriate Governing Body Committee.
- Operational responsibility for admission arrangements for the Nursery is delegated to the Head Teacher, who will make appropriate arrangements and decisions, including identification of the lead teacher, currently Mrs Kerry Hutchins, Nursery Manager.