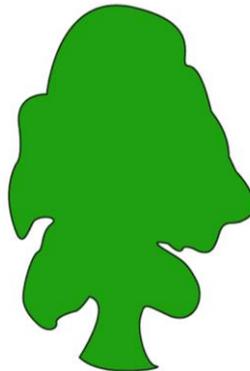


Admissions Policy

FOR

ELMHURST SCHOOL & TWO YEAR OLD PROVISION



Adopted:	September 2016
Next Review Date:	September 2019
Responsible Committee	Curriculum, Pupils and Community

Signed:

Headteacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

Admissions Policy

Elmhurst School and Two Year Old Provision is a vibrant and exciting setting where children enjoy their education and learning and make good progress in a stimulating environment. We are committed to developing the whole child through their creativity and diversity. We aim to support and guide children to grow into confident, happy, independent lifelong learners who can function as successful members of the community. Our expectations are high in terms of both behaviour and attitudes to learning.

Celebrating Difference

We welcome children from all social, cultural, ethnic and religious backgrounds. Equality of opportunity and inclusion underpin all areas of learning, teaching and school life. We celebrate diversity and teach children to recognise and respect everyone's differences as well as similarities.

Enjoying and Achieving

Excellence and enjoyment are central to our school ethos. We provide a rich, varied, creative curriculum, ensuring that every child has an equal opportunity to develop and learn. Staff work hard to provide a professional and stimulating first hand learning experience which meet the needs of all children attending our setting, as well as following the Early Years Foundation Stage (EYFS) key themes:

- Every child is Unique
- Providing positive relationships
- Enabling environments
- Learning and Development

Policy Statement

Our setting endeavours to be accessible to children and families from all sections of our local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure Elmhurst School and Two Year Old Provision is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.
- We can provide written material in a variety of languages according to a particular family's needs.
- We can access to interpreters if required.
- Our waiting list is compiled in order of birth.
- Our admissions policy also considers the following:
 - The vicinity of home to the setting.
 - Siblings already attending the setting.
- We describe our setting and its practices in terms that make it clear and accessible.
- We welcome all family members including fathers and mothers, other relations and other carers, including childminders and nanny's into the setting.
- As per our equality of opportunity policy we always have regard for all family needs regardless of gender, special educational needs, disabilities, social background, religion, ethnicity, age, race, culture or English as a second or additional language.
- We follow the SEN Code of Practice and welcome children and/or parent/carers with disabilities to take part in the life of Elmhurst School and Two Year Old Provision.
- We monitor registrations and admissions in relation to social diversity and the local community.
- We make our Equal Opportunities Policy easily accessible.
- We consult with families regarding opening times of the setting to ensure we accommodate a broad range of family needs.

Elmhurst School

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the continuity of setting and continue to provide stability for all the children attending the setting.
- Admission to Elmhurst School and Two Year Old Provision does not guarantee a place at Elmhurst School at statutory age. The term following their 5th birthday they will be at statutory age and will need to apply for a place at Elmhurst School through the Bucks CC admissions system.
- Places at Elmhurst School are allocated in accordance to the Bucks County Council Admissions Criteria and Policies.

Responsibilities for admission to Elmhurst School Two Year Old Provision have been delegated to the Governors of Elmhurst School.

There is no automatic admission from the Two Year Old Provision into the Nursery or the main school.

In line with county guidelines places will be allocated using the following criteria:

- 1) Children who already hold an EHC Plan
- 2) Children in care
- 3) Children living within the catchment of the school
- 4) Date of birth order (with priority given to the oldest children)
- 5) Siblings of children who are attending Elmhurst School at the time allocations are made
- 6) Date of birth order (with priority given to the oldest children) living outside the catchment of the school

Nursery

Children may be admitted to Nursery classes at the beginning of the term following their third birthday, providing a place is available. Term dates fall as follows:

- Autumn Term 1 September to 31 December
- Spring Term 1 January to 31 March
- Summer Term 1 April to 31 August

Parents should complete a short form to put their child on the Nursery waiting list and provide the school with their child's birth certificate for photocopying. If the child was born outside the UK the school will also need to photocopy the child's passport.

In support of the school's admissions policy, if there are more applicants than places available, Parents/Carers of pupils with less than 50% attendance over a 3 week period will be invited to school to discuss this with the Deputy Head Teacher. Should a valid reason not be provided then the place will be given to the next pupil on the waiting list. Valid reasons include family bereavement and illness requiring hospital care.

Rising 5s

Admission into the Rising 5s classes is by application to Bucks County Council. Existing Nursery children will be given forms via their teachers for parents to complete and submit by the deadline given.

Children usually start Rising 5s in September, although occasionally a child's place may be deferred if they are summer born.

Years 1 to 6

Admission into Years 1-6 is by application to Bucks County Council. Parents should contact the Admissions Team on 01296 383250. When a place becomes available the Admissions Team will write to parents and inform the school by email. Parents should telephone the school to arrange to collect the school's admission forms and bring their child's birth certificate for photocopying. If the child was born outside the UK the school will also need to photocopy the child's passport

Parents may contact the school to make an appointment with a member of staff, who will be provide any information and to show parents around the school.

In support of the schools admissions policy, pupils with less than 90% attendance over a five week period are classed as persistent absentees. Parents/Carers will be written to informing them of this and individual attendance will be tracked. Should attendance not improve over the five week period then a meeting will be called with Parents/Carers, the Deputy Head Teacher and any other relevant agencies. An action plan will be drawn up which may lead to consultation with the Family Resilience Team (FRT).

If attendance fails to improve then a fixed penalty notice may be issued. The School IEB will be consulted before this action is taken.

- Section 23 of the Anti-Social Behaviour Act 2003 introduces powers for designated local authority officers, typically Education Welfare Officers, headteachers (and deputy headteachers and assistant headteachers authorised by them) and the Police to issue penalty notices. These powers came into force on 27 February 2004.
- Under previous legislation, parents of a registered pupil whose child fails to attend school regularly have committed an offence for which prosecution is the only available sanction (see section 444(1)/(1)(a) Education Act 1996).
- Penalty notices will provide an alternative to prosecution under S.444(1) and enable parents to discharge potential liability for conviction for that offence. From September 2012 and in accord with the Education (Penalty Notices)(England)(Amendment) Regulations 2012, parents could be required to pay a penalty of £60 per child per day if paid within 28 days/£120 if paid within 42 days.

Waiting list criteria

1. Looked after children. A looked after child or a child who was previously looked after and immediately following this became the subject of an adoption.
2. Children living within the catchment area of the school on the date of proposed admission.
3. Children who, on the date of admission, will have a sibling attending the school.
4. Children who have exceptional medical or social needs, which can be met by the school.
5. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's normal home address and the school's nearest open entrance gate.

Children with disabilities will be treated no less favourably than other applicants for admission. Elmhurst School will make reasonable adjustments to ensure that pupils with disabilities are not placed at substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.