



Foundation Stage 1 Admissions Policy

Burntstump Seely Church of England Primary Academy is part of the Diocese of Southwell and Nottingham Multi Academy Trust, who are the admissions authority for the academy. We welcome new admissions to the school and all parents of children who wish to apply for a place are most welcome to visit the school

Foundation Stage One Provision at Burntstump Seely C of E Academy.

Children are admitted to Foundation Stage One (Nursery) from the term following their 3rd birthday. All 3 and 4 year olds are eligible for 15 hours free funded Foundation Stage One entitlement. The maximum number of children that can be accommodated is 11 children. The children will be offered part-time morning places (8:45 – 11:45) or full days (8:45 – 3:30) for which parents may be eligible for funding or will pay for the afternoon places. The 30 hours entitlement includes 4 full days (including lunchtimes) and 1 half day. Should parents wish their child to stay for 5 full days, they will be charged for 1 afternoon.

Applying for a place

If you wish to apply for a place in the Foundation Stage One (Nursery) at Burntstump Seely C of E Academy, please contact the school directly. Applications must be received by the closing date. Applicants applying who wish church commitment to be taken into consideration (oversubscription criterion 4 and 5) should also complete the school's supplementary form which must be returned to the school before the closing date for applications. Supplementary forms are available directly from the school.

Following the allocation of a place, parents will be invited for an induction led by a member of the admin team. Parents will be asked to fill out admissions paperwork and provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. It is the parent's responsibility to inform School of any medical needs including allergies and provide medicines such as Epi-Pen or inhalers to be kept at school.

Please note:

- Admission to the Foundation Stage 1 at Burntstump Seely C of E Academy **does not** automatically give children a place in Foundation Stage 2. Parent/carers must still apply through the Local Authority (Nottinghamshire County Council) for a Foundation Stage 2 place.
- As there is no statutory right to Foundation Stage 1 (Nursery) place, there is no right of appeal against refusal.

Visits to Foundation 1

Our policy is that children should usually have two or three visits before starting with us accompanied by parents or carers.

These visits are very important in helping children to settle because:

- They are gradually introduced to an unfamiliar environment with the security of the presence of a known adult.
- By the time the starting date arrives the child is becoming familiar with the layout of the learning environment.
- They are also beginning to have some idea of routines e.g. carpet time, child initiated and directed activities, indoor and outdoor play, and possibly hall sessions.
- We aim to make parents/carers feel welcome and well informed.
- They can see what goes on and can ask questions.
- Staff have further opportunities to get to know the children and parents before the starting date.

All children must be accompanied to and from school by a known adult (age 18 or older). All children should be brought on time to the start of sessions and picked up promptly at the end of sessions. The school does not authorise holidays or extended leave during term time and doing so may result in your child losing their Foundation Stage One place. Please speak to the office if your child is going to be absent from school at any time.

All children attending Burntstump Seely C of E Academy wear school uniform, including the Foundation Stage One children. The uniform is black or dark grey trousers or skirt, White shirt or polo t-shirt and blue school jumper or cardigan. Details of where to buy official Logo jumpers will be available from the school office during the induction process. Children in FS1 are also required to wear a PE kit, which consists of a white or blue T-shirt, black shorts and black pumps.

Toileting and Intimate Care.

Burntstump Seely C of E Academy cannot refuse a child entry to the foundation stage if they are not yet toilet trained. If your child is still in nappies or pull-ups please provide a bag with 5-6 nappies/pull-ups so staff can change your child as necessary. However, parents are encouraged to begin toilet training prior to attending FS1. If your child is in the early stages of toilet training please provide a bag with 2-3 pairs of underwear/change of trousers or skirt to be used if necessary. During the school induction process parents need to agree to our Intimate Care Policy and a copy of the policy can be made available at request.

Allocation of places (Governors' agreed oversubscription criteria)

In the event of over-subscription to Burntstump Seely C of E Academy Foundation Stage One, the Governors will apply the following criteria, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) which names the school.

1. Children who are looked after (see below)
2. Children living in the immediate vicinity of the school

Children living in the rural area surrounding the school defined at the Governors' meeting dated 5/2/68 as;

“The area bounded on the east by the road from Leapool to Haywood Oaks: on the north by Longdale Lane to Kighill; on the west by Mansfield Road from Kighill to Leapool”. This includes both sides of the road.

3. Where the child has a full brother or a sister already in the school, or a half brother or sister, or a step-brother or sister already in school, providing that they live in the same house as the child.

4. Church Commitment

Where the parent or carer worship at a Church of England church or another Christian church that is a member of Churches Together in England. In event of oversubscription within this category the following criteria will apply:

(a) whether the applicant is ‘at the heart of the church’ – a regular, committed worshipper, who has worshiped at least once a month, for 24 months prior to the date of application (including week-day worship) ** please refer to paragraph below on measurement of attendance.

(b) Whether the applicant is ‘attached to the church’ – a regular, but not frequent worshipper. Someone who has worship at least 4 times a year, for 24 months prior to the date of application (including week-day worship)

Measurement of Attendance:

** In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”

5. Any other child

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child’s home using Nottinghamshire County Council’s computerised distance measuring software.

In the event of two distances being equal, lots will be drawn by a person independent of the governing body to determine which child can be offered a place.

Special Circumstances

The following groups of children will be given special consideration in their application for the school:

- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional at the time of application

Governors will (in consultation with the Head Teacher), consider each case on its merits and determine the allocation of any such places. Cases agreed under special circumstances will take precedence over all of the numbered criteria.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child's home using the local authority's computerised measuring system.

Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting List

Should there be more children wanting to join the school than the number of places available, a waiting list will be drawn up and places offered if and when vacancies occur, with priority given in accordance with the admissions criteria listed above.

Definitions

Looked after

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

