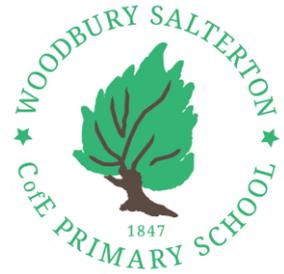


# Woodbury Salterton CE Primary School

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## Foundation Stage Unit Admissions Policy September 2016

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**Policy Updated:** 8<sup>th</sup> November 2016

**Policy Review  
Date:** 8<sup>th</sup> November 2017

## **1. The Ethos of Woodbury Salterton CE Primary School**

### **Mission Statement**

Within a Christian environment, we aim to educate and encourage every child to live happily with others and to develop and make the best of his or her ability. Everybody is special, and we believe in you not only as you are but also in what you can become.

Therefore we aim through a loving environment:

- To promote the growth of the whole child with a balance between spiritual, moral, emotional, physical and academic development
- To encourage and promote each individual's natural abilities and potential
- To foster confident, life-long learners through a rich, challenging, creative curriculum
- To listen to children and value what they have to say. All achievement is celebrated
- To be an inclusive school, celebrating difference, valuing diversity and promoting equality
- To nurture a sense of family by working in partnership with home, church and community

Early Years Education Funding for two-, three- and four-year-olds

- 1.1.** All three- and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year.
- 1.2.** Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our Foundation Stage Unit (FSU) is an approved provider and can admit two-year-olds from the start of the term following their second birthday or at the start of the term in which they have their third birthday.
- 1.3.** We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 2.5 hours and the maximum is 10 hours.

## **2. Admissions to the FSU/FSU**

- 2.1.** Woodbury Salterton CE Primary admits:
  - Eligible two-year-olds funded from the start of the term following their second birthday.
  - Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
  - Non-funded two-year-olds from the start of the term following their second birthday.
  - Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
  - Early Years Education funded three- and four-year-olds from the start of term following their third birthday.
  - Non-funded three- and four-year-olds from the start of term following their third birthday.

## **3. Patterns of attendance available**

- 3.1.** We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:
  - Morning sessions of 9.00am to 12.00pm and
  - Afternoon sessions of 12.00pm to 3.00pm and
  - All day sessions of 9.00am to 3.00pm during term time only.
- 3.2.** If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

#### 4. Extended Hours

- 4.1. The provision before school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending.
- 4.2. If you want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times. We sell 3-hour long sessions. A 3-hour long session is charged at £11.00 for 3-4 year olds & £14.00 for 2 year olds.

#### 5. Charging

- 5.1. There is no charge for applying for a FSU/FSU place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 5.2. The school must comply with Devon County Councils Local Conditions of Funding<sup>1</sup>. A charge cannot be made if a child is only attending the FSU/FSU as part of their Early Years Education Funding.
- 5.3. Details about buying additional sessions/hours in the FSU/FSU are set out in the schools charging policy. A policy on charging for activities is available on request from the school.

#### 6. Childcare Vouchers

- 6.1. Our school accepts childcare vouchers (Golden Tickets) If your employer has a different voucher scheme please come to the school office to discuss your requirements.
- 6.2. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied

Session choices	Hours	Funded/bought hours
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3.00pm	6	As part of the Early Years Education Funding or bought.

- 6.3. Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15.

**NB** The funding can only be taken between 9.00a.m. and 3.00p.m

#### 7. School Lunches

- 7.1. Free school meals (FSM) can be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.
- 7.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

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<sup>1</sup> The Local Conditions of Funding are continually being updated to please make regular visits to the document.

## **8. Visiting**

- 8.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our FSU. If you would like to visit Woodbury Salterton Primary School, you should contact the school to make an appointment.
- 8.2.** We can also offer a stay and play, taster sessions that can be attended BEFORE applications are made for a place
- 8.3.** Most children will start at the FSU/FSU at the start of the term or half term. Other children join us "in-year" at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 8.4.** To apply for a place here you must use the School FSU Application Form.
- 8.5.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
  - a child attends a particular toddler group or Children's Centre attached to the school;
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 8.6.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## **9. How to apply for a FSU place**

- 9.1. Parents must complete the School FSU Application Form and return it to the school.**
- 9.2.** The closing dates for applications for the Foundation Stage Unit intake are: 1 April, 1 July and 1 January. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **10. Information provided in an application**

- 10.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend FSU and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.
- 10.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 10.3.** You will be asked to provide date of birth evidence so we can check your child's age.

## **11. What happens next**

- 11.1.** If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.
- 11.2.** By 1st May, 1st October and 1st February we will contact successful parents to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

**11.3.** If you need help finding a place at another provider please contact DISC, Devon’s Family Information Service by e-mail [discinfo@devon.gov.uk](mailto:discinfo@devon.gov.uk), telephone 0845 155 1013, or search for [childcare online](#).

**12. Points of Admission to FSU for funded hours**

**12.1.** Generally children will start at the FSU at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child’s second birthday and eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

<b>Children who are eligible 2 or 3 years old</b>		
<b>On or after</b>	<b>And on or before</b>	<b>Funding starts:</b>
1st September	31st December	Spring (after Christmas)
1st January	31st March	Summer (after Easter)
1st April	31st August	Autumn (after Summer)

**12.2.** There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

**13. The admissions process**

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the FSU in:</b>	Spring term	Summer term	Autumn term
<b>3) Apply by:</b>	1st May	1st September	1st January
<b>4) Admissions panel meet in:</b>	21 <sup>st</sup> May	21 <sup>st</sup> September	21 <sup>st</sup> January
<b>5) Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>6) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>7) Start at FSU/FSU</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

**14. Published FSU Admissions Number (PNAN)**

**14.1.** This is the number of places we intend to make available for our normal FSU intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council’s Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

- 14.2.** The governing body also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.
- 14.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 14.4.** The table below sets out our Published FSU Admissions Number (PNAN) for 2016-2017

<b>The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:</b>	12
<b>The maximum number of 2 year old children that will be admitted at any one time: OR</b>	4
<b>The maximum number of 2,3 and 4 year old children that will be admitted at any one time:</b>	16

- 14.5.** Where the number of applications exceeds the number of places available in the FSU the trust/governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:
- 14.5.1. A child with an Education, Health and Care Plan or a Statement of Special Educational Needs naming Woodbury Salterton CE Primary will be admitted.
  - 14.5.2. Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
  - 14.5.3. Children with an exceptional medical or social need to attend this setting.
  - 14.5.4. Children who live in the designated area and are eligible for the Early Years Education Funding for two-year-olds or the Early Years Pupil Premium.
  - 14.5.5. Children who live in the school's designated area who have a sibling at the school.
  - 14.5.6. All other children who live in the designated area.
  - 14.5.7. Children who live outside of the designated area with a sibling at the school.
  - 14.5.8. Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds or the Early Years Pupil Premium.
  - 14.5.9. Other children.

## **15. Waiting lists**

- 15.1.** Following allocation of FSU places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.
- 15.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the FSU/FSU for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

**15.3.** Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a **Note of Interest** form and told when they should submit the **School FSU Application form.**

## **16. Increasing the hours attended**

**16.1.** If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places as the times that are available then the places can be offered to parents of children who are already attending the FSU. Similarly, if there is not a waiting list and there are parents of children that already attend the FSU who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **17. Admissions appeals**

**17.1.** If a FSU place is refused, parents can go through the schools complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the FSU is full. Even if it is agreed that the FSU was full, it will also consider the impact on the child and family and may still award a place at the FSU if there is both the physical space and sufficient staff available.

## **18. Transport**

**18.1.** No transport is available for pre-school children.

## **19. Uniform**

**19.1.** Children attending Woodbury Salterton CE Primary School FSU, are not expected to wear a uniform, although we are happy if they do. Some of the items required can be purchased from us and the rest of the uniform can be bought from retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the FSU/FSU is optional.

## **20. Claiming the Early Years Education Funding**

**20.1.** The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

**20.2.** It is important that both the school and parent can see what time is funded and what time is being bought.

**20.3.** Parents must not claim more than the 15 hour entitlement, checks are carried out to ensure that over claims are not made.

**20.4.** You may also be asked to help complete a **Conflict Buster** if you want some funded time with us and some at another provider.

## **21. Changes to attendance**

**21.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

- 1) New applications from parents whose children do not yet attend the FSU.
- 2) Requests by parents whose children attend the FSU and they want to increase OR change the times their child attends

**21.2.** It is expected that parents will ensure that their child will attend at the times agreed on so that children can establish a routine and be ready to start school.

**21.3.** If a child is sick the parent must inform the school. If a child does not attend the FSU/FSU for a period of more than two weeks without informing the school that child's place may be offered to another child.

## **22. Induction and transition arrangements for starting our FSU**

**22.1.** Before your child begins their first term in our FSU, we will offer you and your child the opportunity to visit us for some stay & play sessions. This supports your child in already getting to know us and our setting. At the beginning of the term, we suggest a few shorter sessions for your child to settle happily at our FSU. We will discuss this with you. Your child can start for the full amount of agreed time at the start of term if you so wish. Staff will discuss this with you.

## **23. Contacts and further information**

<b>Executive Headteacher</b> <b>Mr Duncan Nelmes</b>	<b>E-mail:</b>	admin@woodbury-salterton.devon.sch.uk
	<b>Telephone:</b>	01395 266535
	<b>Website:</b>	www.woodburysalterton.devon.sch.uk

## **24. Policy Version**

**24.1.** This policy was determined by the governing body/trust on 8<sup>th</sup> November 2016