



St Lawrence Primary School and Nursery

Admissions Policy

2023 - 2024

Review date: November 2024

Policy amendments may occur at any time, and you should consult the Policies page on the website for the latest update.

Admissions Policy 2023 -2024

Shropshire Council is the admission authority for St. Lawrence CE Primary School.

For admissions to Reception Year, application must be made through Shropshire Council (or the relevant home local authority) by 15th January prior to the academic year in which the child is due to start school. All applications received by this date will be considered and parents will be informed by the local authority on 16th April (or next working day) if they have been allocated a place for their child. Further details can be found in the Parents' Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions.

The school has an admission limit (PAN - Pupil Admission Number) of **34** for entry into Reception. The school will accordingly admit at least **34** each year if sufficient applications are received. All applicants will be admitted if **34** or fewer apply.

Oversubscription criteria

The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria in the order set out below:

1. 'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear to Shropshire Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers provide written evidence from a medical professional that in the view of the authority confirms that attending St. Lawrence CE Primary School (and no other) is essential to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.
3. Children living in the designated catchment area³ of the school (see map below). If there are not enough places for all the children in the catchment area, then the following criteria will apply in order:
 - 3a. Priority will be given to children living in the catchment area³ who will have an older sibling² on roll at the school on the day they are due to start school.
 - 3b. After that, priority will be given to other children who live within the catchment area³.
4. Children living outside the designated catchment area will be offered places. If there are enough places for all the children in the catchment area, then the following criteria will apply in order:

- 4a. Children who will have an older sibling² at the school on the day they are due to start school.
- 4b All other children.

See footnotes below.

Notes:

¹ 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 (see the definition in Section 22(1) of the Children Act 1989).

¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

¹ A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

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).

² 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step-brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy. However, cousins, other relatives or friends who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

³ Applicants will only be considered as resident in the designated catchment area when formal confirmation of the address (an exchange of contracts or signed tenancy agreement) has been received.

Each of the categories and sub-categories above will be ranked ordered according to the distance from home to school as a straight-line measurement. For admissions purposes all distances are measured as a straight-line distance on a computerised mapping system between the home address and the nearest pedestrian entrance gate of the school by pinpointing the eastings and northings, the shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school. Where separated parents share care of their child, the home address will be deemed to be the address where the child spends the majority of school nights (term-time Sunday to Thursday). Where this results in an equal

number of nights, the home address of the parent claiming child benefit will be used for school admission purposes.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day⁴ following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

For more information on deferring the start of Reception to a different cohort, please see below.

Admission of children outside their normal age group (not Reception)

Parents may seek a place for their child outside their normal year group with a different cohort. Such requests may be appropriate, for instance where the child is gifted or talented, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional.
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Requests to defer starting Reception

Children must have started school when they reach compulsory school age and cannot start school before the September following their fourth birthday.

Requests to defer starting Reception, must be made to Shropshire Council's School Admissions Team at the same time as the application for a school place and by the closing date of 15th January 2024.

Shropshire Council will gather as much information about the child as possible. Parents may submit documentation in support of their request and information may be provided by the current educational or early years setting. See examples in section above.

Consideration will be given to exceptional circumstances in a child's development, medical history and premature birth, if applicable. Very exceptionally, an assessment by an educational psychologist may be appropriate.

When all the information is collated, the request will be considered by the admission authority. The decision will be made on the individual circumstances of the case and whether it is in the child's best interests to join a different cohort.

If a deferred entry is approved, the school place application will be withdrawn, and parents will need to re-apply the following year. **An agreed Reception deferral does not guarantee a place at the school the following year; a fresh application must be considered in terms of oversubscription criteria along with all the other applications received for that year group.** If a request is refused, the child will still be considered for admission to their normal age group.

Mid-term applications

Mid-term applications should be made directly to the school and will be considered using the same admissions criteria given above. To apply for a place other than the start of Reception, parents should apply directly to the school on a mid-term application form available the Shropshire Council website www.shropshire.gov.uk/schooladmissions or from school. If there is a space available in that year group, a place will be granted. If the application is for a place in an over-subscribed year group, then the school will consider whether additional places can be offered above the published admission number. This decision will be made by the headteacher plus Chair/Vice-chair of Governors (must be more than one person). The outcome of a decision will be relayed to parents within 15 school days.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision.

Waiting list

Other than the first term of Reception year, the school will maintain a waiting list for unsuccessful applicants held in order of oversubscription criteria. Shropshire

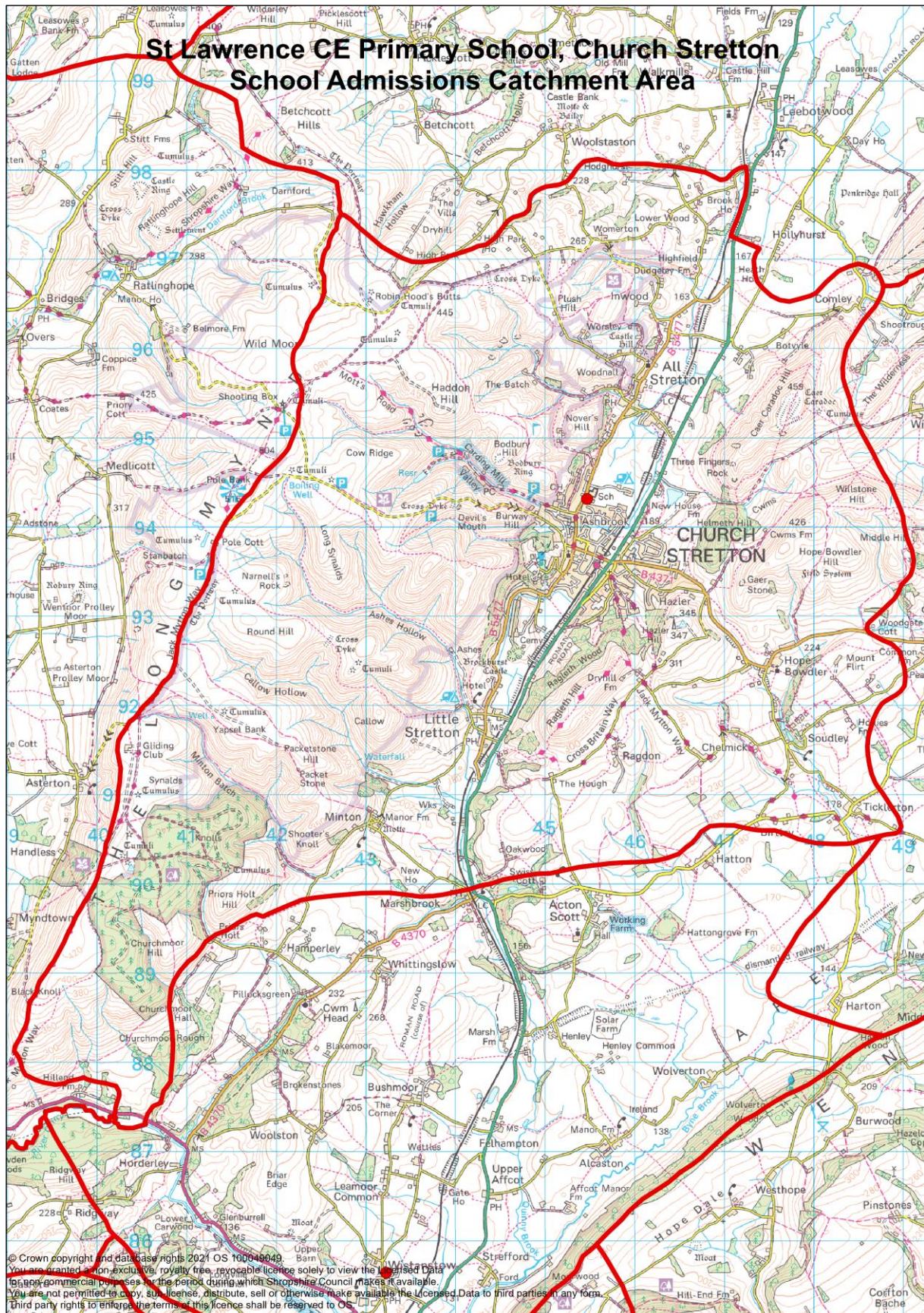
Council will operate the Reception waiting list for the first term of the academic year of admission after which the school will operate the waiting list. If any vacancies arise, places will be offered to applicants at the top of the waiting list. If a place can be offered, the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception of Reception children who have deferred entry until later in the same academic year. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions. Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Catchment Area

The proposed catchment area for the school is shown below.





St Lawrence Nursery School

Admissions Policy

2024 - 2025

Review date: November 2024

Reviewed By:

Approved by:

1. St Lawrence Nursery Admissions Policy St Lawrence Nursery is open from 8.45 am – 3.15 pm, 32.5 hours a week, term time for 38 weeks per year.
2. We offer two year old funded places, three & four year old universal (15 hours) places and three & four year old extended (15 hours) places to eligible children, where places are available.
3. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.
4. Inclusive provision and specialist programmes of early intervention and care can be offered in line with each child's needs within the purpose built nursery environment.
5. St Lawrence Nursery offers the following pattern of provision for early education funded places:
 - Up to 15 hours per week two year old funding over 38 weeks (N.B. from April 2024, all working parents of 2-year-olds can access 15 hours per week)
 - Up to 15 hours per week three & four year old universal funding over 38 weeks.
6. Plus, (if eligible), - an additional 15 hours per week three & four year old extended funding over 38 weeks
7. Additional hours can be purchased if places are available. This entitlement and additional hours can be taken between 8.30 am and 3.15pm, Monday to Friday.

Early Education Funding

St Lawrence Nursery School welcomes children in receipt of Two Year Funding, the Universal funding for three and four year olds and the Extended Entitlement (30 hours) for three and four year olds.

Full details of these schemes and eligibility is available on request or online at [Early Education Entitlements and Funding Update: March 2023](#)

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied:

- (1) the child has reached the age of two;
- (2) the child's parent has a current valid eligibility code from HMRC.

Parents/Carers must go online to reconfirm details at the end of each funding period and will receive an email from HMRC prompting how to do this. HMRC should be contacted regarding any queries or appeals on 0300 123 4097 as St Lawrence

Nursery and the local authority are unable to answer any queries relating to the online application system.

Parent declaration for early education funded places

Parents/Carers must complete a Parent Declaration Form every term to enable St Lawrence Nursery to claim all the early education funding that a child is entitled to.

The Declaration Form should be completed and returned to the School Office to secure the child's funded place for the following term.

Information provided on this form will enable St Lawrence Nursery to access any additional funding that a child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

Registering your place at St Lawrence Nursery

To apply for a place Parents/Carers must complete and return an application form to the School Office (addressed for the attention of the Nursery Manager). Original copies of documentation are required to confirm that the child has reached the eligible age for all early education funded places.

For example, a birth certificate or passport which can be photocopied and kept on file. St Lawrence Nursery will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

Parents/Carers must indicate on the application form the pattern of attendance they would prefer. The Nursery will endeavour to meet demand subject to availability.

Waiting list

If there are not enough places available for all applicants we will allocate places in the following priority order:

- In order of date application received (starting from the earliest).
- Children who have a sibling at the setting.
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have exceptional medical or social grounds.* See St Lawrence Nursery Admissions Policy 2023/24

- Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of St Lawrence Nursery

*Parents/Carers must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why St Lawrence Nursery is more appropriate and what difficulties would be caused if the child were to travel to and attend alternative settings.

The waiting list will be maintained by the Nursery Manager and Headteacher and parents/carers will be notified by phone as soon as places become available.

Shared Care

If St Lawrence Nursery is unable to offer a place for all a child's entitled funded hours it may be possible to share early education funding with another local provider. The Nursery has worked in partnership with other providers to enable eligible children to access their full entitlement with planned transitions. Arrangements for shared care should be discussed with the Nursery Manager.

Deposit

No deposit is charged to secure a child's place when parents/carers are only using funded hours. Additional paid hours, may require a deposit of XXXX to secure the child's place.

Notice periods

Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdraw their child from St Lawrence Nursery and will be invoiced for this period in the usual way.

Optional Additional Fees

St Lawrence Nursery will not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

School meals can be purchased Monday to Friday at a cost of XXXX. Alternatively, parents/Carers can provide a packed lunch in line with our school and nursery healthy eating policy.

A mid-morning and mid-afternoon nutritious snack is provided every day at no extra charge.

Optional additional hours

If additional hours are required, these may be purchased where places are available. Additional hours can be purchased for £XXXX per hour.

Invoices

St Lawrence Nursery will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and fees paid for any additional hours are documented.

Complaints, St Lawrence Nursery Admissions Policy 2023/24

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Headteacher using the normal complaints procedure.

Review

This policy will be reviewed annually by the Nursery Manager and EYFS Governor.