



ST STEPHEN'S C/E PRIMARY SCHOOL EARLY YEARS ADMISSIONS POLICY UNIVERSAL AND EXTENDED ENTITLEMENT FOR 3 AND 4 YEARS OLD

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set below to admitting children.

The school has 32 places in nursery. Therefore a maximum of 16 universal places (15 hours) will be offered.

The school will offer a maximum of 16 of these places for the extended offer (30 hours). This number may change at the discretion of the Headteacher but only after all children have been allocated a place for the extended entitlement.

ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The admission dates are:

Three Year Olds

Born Between	Month of Part-time Admission	Term of Part-time Admission
1 st April – 31 st August	September	Autumn
1 st Sept – 31 st Dec	January	Spring
1 st Jan – 31 st March	April	Summer

April born children will be admitted in the following September and not after Easter regardless of when Easter falls.

ADMISSIONS CRITERIA

This is a Church of England School closely linked with St. Stephen's Church.

PRIORITIES

If there are more applicants than places, we allocate places in the following order of priority:

1. Looked after children or previously looked after children (see note).
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children living in the catchment area with a parent / carer who has been a faithful and frequent worshipper at St. Stephen Church, South Lambeth for at least the previous 12 months (at least an average of one attendance at a church gathering per fortnight) (the Vicar must sign your application form).

4. Children living in the school catchment area who have a parent / carer who has been a faithful and frequent worshipper for at least the previous 12 months (at least an average of one attendance at a church gathering per fortnight) at any other church recognised as Christian by the school governors (the Priest or Minister must sign your application form).
5. Children who have a sibling in the school at the time of admission. (A sibling is a child who is a blood relative, step-siblings, formally fostered and adopted children, living at the same address.)
6. Other children living within the school catchment area.
7. Children who have a parent/carer who is a member of staff at St Stephen's Church of England Primary School and has been employed for two or more years at the time at which the application is made.
8. Children in order of nearness to the school.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants.

NOTES

- Previously 'looked after child' means the child became subject to an adoption (under the Adoption Act 2002), child arrangements order (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) or special guardianship order (an order appointing one or more individuals to be a child's special guardian(s), section 14A of the Children Act 1989).
- The school is between Fentiman Road, Clapham Road, Lansdowne Way and South Lambeth Road. Please find overleaf, a list of the streets and blocks of flats that are in the parish boundary. Pupils living in these areas will qualify for application under Criterion 7.

ALLOCATING PLACES both Universal (15 hours) and Extended (30 hours)

Parents/carers must contact the school office directly when applying for a nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form.

Parents who require 15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate places on the following dates for the following academic year:

Term child will take up Early Years Provision	Week commencing date places will be allocated
Autumn	September
Spring	January

Allocation of extended entitlement places will be on the assumption that the parent is eligible for the extended entitlement should this not be the case the school will remove the place. If all extended entitlement places have been allocated then we may, at the discretion of the Headteacher, agree to offer any spare places and charge the parent. All charges have been set out in the schools charging policy and will be recorded separately on the schools budget.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place at the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused an early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete an application online via **Lambeth Council's website** at www.lambeth.gov.uk/eadmissions in order to request a Reception place. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

1. ALLOCATING EARLY YEARS 30 HOURS ENTITLEMENT PLACES

- 1.1 The Parent Agreement Form will enable parents to insert their 30 hours entitlement eligibility code (11 digit DERN). It is a parent's responsibility to provide this number along with their national insurance number and child's date of birth to enable an eligibility check to be carried out. We will collect this information as near to start date as possible.
- 1.2 Parents will be notified in writing when a 30 hours place will be available. Parents will be made aware that there will be a start and end date to the extended entitlement and that a place can only be guaranteed until this date.
- 1.3 A child should be expected to take up the extended entitlement at the beginning of term (or after giving notice of at least two weeks if moving from another setting).

2. ATTENDANCE – UNIVERSAL AND EXTENDED

- 2.1 Children should attend regularly and for the number of hours per week that are being claimed and detailed on the Parent Agreement Form. Occasional holidays and sickness absences are acceptable.
- 2.2 However as part of safeguarding arrangements, if no information relating to the reason for the absence has been received, we will contact the parent on the first day of the child's absence; reasons for absence will then be recorded on the child's file along with the expected return date.
- 2.3 If the child does not return on the expected date then we will make a follow-up call to the parent/carer to establish reasons and whether the child is going to continue with their free place.
- 2.4 If any child has what is deemed to be irregular attendance then it is our responsibility to remind the parents that the free place is a funded place and continued irregular attendance could lead to a reduction of hours or the place being withdrawn and offered to another child.
- 2.5 Where there is a persistent absence of more than two weeks in any term without a justifiable reason then we will notify parents/carers that the place will be offered to another child. We will notify the parent of the date that the place will be removed. The hours of non-attendance can be offered to another child.

3. SPECIAL EDUCATIONAL NEEDS AND DISABILITY

- 6.1 No child should ever be admitted prior to the term following their 3rd birthday unless there are very exceptional circumstances, which must be discussed with the Council's Early Years Team, initially. Each case would be considered on its own merit taking into account the views of the appropriate professionals.

Examples of exceptional circumstances are:

- A child with a complex disability;
- A child involved in an active Child Protection Plan where there is no suitable age appropriate provision within the local area that could be accessed.

Streets and Blocks of Flats which are within the School Catchment Area

Albert Avenue, Albert Square, Aldebert Terrace

Bolney Street:

- Purbeck House,
- Sherbourne House
- Weymouth House

Carroun Road:

- Ensbury House
- Wareham House
- Melbury House

Clapham Road, SW9 – Numbers 60 – 176 (even numbers only)

Dorset Road:

- Beaminster
- Broadston
- Charmouth
- Corfe
- Denland
- Lulworth
- Melcombe
- Osmington
- Pulham
- Struminster
- Swanage
- Wimbourne Houses

Dovet Court

Fentiman Road, SW8 – Numbers 1 – 189 (odd numbers only) and Blandford House.

Hampson Way

Heyford Avenue

Heyford Terrace

Landsdowne Way – Mursell Estate (Portland Grove, Dovet Court, Hampson Way)

Meadow Place

Meadow Road – Numbers 54 to 92 (even numbers only) and Branksome, Ibberton, Horton and Melbury Houses.

Old South Lambeth Road

Oval Place, SW8 – Elworth House

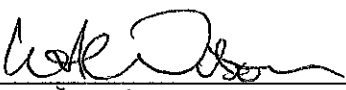
Palfrey Place, SW8 – Numbers 63 to 75 (odd numbers only). Stamford Building, Victoria House and Victoria Mansions.

Tradescant Road

Usbourne Mews, SW8

Walberswick Street

Wilkinson Street – Crozier House

Agreed by Governors 

(Chair Signature):

Acting Chair of Governors

Date Signed: 8th December 2017

Policy Due for Review: September 2019