

Chapel End Infant School & Early Years Centre



School Admissions Policy

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Reviewed by	Janice Chaplin
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Signed	Headteacher (Ms Janice Chaplin)
Signed	Chair of Governors (Mr Grant Jacobson)

At Chapel End Infant School and Early Years Centre, we recognise that starting school or nursery can be a challenging time for children and their families. We strive to ensure that transition to our setting is as smooth as possible and supports the whole school community.

The purpose of this policy is to outline the schools procedures for families joining our school.

Nursery admissions

We have Nursery provision for 2, 3 and 4 year olds. Our nursery is in demand and therefore the school operates a waiting list. Arrangements for admission to Nursery begin in April and children start in September. Occasionally, where a vacancy arises, pupils are admitted at other points in the school year.

Prospective parents

We welcome visits from prospective parents. We hold meetings during the autumn term, which include a tour, but will also endeavor to see parents at other times where possible. Please contact the school office to find out the dates of our meetings and to arrange to visit the school.

School Admissions

Admissions to school are managed by the London Borough of Waltham Forest who are the Admissions Authority for our school. To apply for a place at Chapel End Infant school, parents must make an application for a primary school place through the e-Admissions website: www.eadmissions.org.uk. Parents are advised to refer to Waltham Forest's website for all the information needed to make an application: www.walthamforest.gov.uk/content/applying-primary-school-place

If your child attends our Nursery, you still need to apply for a school place. If your child has a sibling in school, you must still apply for a school place.

The Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However children are not required to start school until they have reached compulsory school age. A child reaches compulsory school age at the start of the term following their fifth birthday.

Your child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday.

5th Birthday between these dates	Compulsory School Age
1 st January -31 st March	Term starting after 1 st April. <i>Summer 1</i>
1 st April-31 st August	Term starting after 1 st September. <i>Autumn 1</i>
1 st September-31 st December	Term starting after 1 st January <i>Spring 1</i>

Most children start school in Reception in the September of the academic year in which they turn 5. At Chapel End Infant School and Early Years Centre, we fundamentally believe that our play based approach to teaching and learning, along with our personalised approach enables all pupils to be successful.

However, in accordance with the Admissions Code 2014, we acknowledge that some families may feel that their child needs an alternative arrangement. The following options may be considered:

Part-time requests

- Parents may choose to request a part-time place for their child.
- Part-time requests must include 5 mornings per week. This is to ensure that we can fulfil our responsibility to provide a full curriculum and to ensure the safety of our pupils.
- Part time requests will be reviewed on a termly basis to ensure they continue to meet the needs of the child.
- Children must attend school full-time when they reach compulsory school age (please see the table above).
- Parents are invited to follow the procedures on page 5 of this policy.

Deferments

- Parents may choose to defer their child's start date until a later point in the school year, but no later than when they reach compulsory school age.
- During this period of deferment, parents are expected to keep in touch with the school to support their child's transition.
- If parents wish to request a deferment, they must follow the procedures on page 5 of this policy.
- If a child is born between 1st April and 31st August, parents can choose to delay their child's start date by one academic year. Please refer to the 'Out of Year Admission' section on page 4.

Out of year admissions

At Chapel End Infant School and Early Years Centre, we follow Waltham Forest's policy, which is that in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. It is the parent's responsibility to provide any supporting evidence they wish to be considered in respect of their application. A decision will be made on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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. The Headteacher and Governing body will make a decision once all the information needed has been reviewed.

There is no guarantee that an application will be accepted. If the application is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools.

Parents should consider that whilst we may agree to place a child 'out of year' this agreement is only in place for the duration of time that the child attends our school and future schools may choose not to uphold this agreement and may allocate the child in their correct chronological year group.

Please note:

- If a parent's request is granted, they will need to withdraw their application and re-apply the following year. The application will be treated as a new application, and will be subject to the same admissions criteria as every other child applying for a Reception place.
- If a parent's request is declined, they have the choice to carry on with their child's application and accept a place in their normal age group, or refuse the place they've been offered.

Alternative admissions arrangements procedure

In accordance with the Admissions Code 2014, we will consider requests for a part-time place, deferment or out of year admission if they are made in the best interests of the child and this will be considered at every stage of the process outlined below.

1. Parents hold an informal conversation with the Assistant Headteacher of Early Years to discuss alternative arrangements for their child's admission to school.
2. Parents contact the school in writing outlining their request and including all relevant information.
3. The Deputy or Headteacher may arrange to meet with the parents to discuss the request and reason in more detail.
4. The Headteacher will respond to the parents request in writing.

In Year admissions

For In Year applications (admissions to any year other than Nursery or Reception) parents will need to complete an In Year Common Application Form (iCAF). The form can be downloaded from the Waltham Forest website www.walthamforest.gov.uk/content/year-admissions. Part B should be completed by the child's current school. Successful applicants will be invited in to complete any additional paperwork needed and to meet the Headteacher or Deputy Head. During this meeting, parents are given the opportunity to discuss the needs of their child and their school experience thus far. They will be introduced to their class and teacher and will have a guided tour of the school. Transition to school for In Year applications will be personalised for the needs of each pupil.

Admissions for Pupils with Additional Needs

If a child has an identified Special Educational Need or Disability, parents should make an application through admissions; please include all information and any relevant documents within their application. If a child has an Education, Health and Care Plan in process then parents will need to make an application through the Disability Enablement Service. We will then receive a formal consultation from the Disability Enablement Service if they agree that a place at Chapel End Infants would be suitable for your child. Individual transition arrangements may be made for pupils with SEND.