

Merrydale Infant School



Admissions to F1 Policy

Chair's signature ... *Mrs Elizabeth Surtees*

Head's signature... *Mark Tipple-Johnson*

The headteacher has overall responsibility for this policies implementation.

Date agreed by the Governing Body...

4th July 2023

Review date July 2024

Merrydale Infant School

Admissions Policy for Children Entering Foundation Stage 1

Purposes

The purpose of this policy is to provide clear guidance for parents and carers on how to apply for a place at this school for a child aged 3 by 31st August in the proposed year of entry.

Guidelines

- Places will be offered on a part-time basis, either for a morning or an afternoon session. Each session is for 3 hours, 8.40 am-11.40 for the morning session and 12.30-3.30 for the afternoon session.
- These 5 sessions take account of the government requirement to provide 15 hours per week of Nursery Education for three year olds.
- Parents/Carers wishing to apply for a place in Foundation Stage 1 should complete page 1 of the admissions form and return it to the school office where it will be dated and filed.
- Our prospectus and a copy of this policy can also be collected from the school office. Information is also available on our school website.

Timetable for applying for a place in Foundation Stage 1

Spring Term

- Parents for up to 90 children will be invited to an open day where they are shown around our school. A school admissions form will be completed in full at this time.

Summer Term

- Before the end of the summer term those children who have been offered places will be invited into school with their parents/carers to meet the staff.

Autumn term

- Staff make home visits at the beginning of the Autumn term. The expected start date for each child will be given during the home visit.

- In order to meet individual needs and ensure a positive start to school for all children, the starting date for an individual child may be delayed at the discretion of the Head teacher.
- If over-subscribed, a waiting list will be kept and places allocated according to dates of application. Details of waiting children will be passed to the local Children's Young peoples and Family centre (Sure Start Centre) to be held on their database. The Sure Start Centre could offer alternative provision in the community
- As places become available the school will endeavour to offer places to children with no placements – in liaison with the Local Sure Start organisation.
- If a child is not offered a place, there is no right of appeal.
- Please note that attending a school in Foundation Stage 1 does not guarantee a full-time place at the school the following year when the child is 4+. **Application for a full-time place in Foundation Stage 2 must be made through the local authority admissions procedure.**