



## **Heswall Primary School**

# **Admissions Policy for Heswall Primary Pre-School and Heswall Primary School**

October 2019

**Policy Accepted on: 3.10.19**

**Signed: \_\_\_\_\_**

**To be Reviewed on: 3.10.19**

Heswall Primary School is a single form entry primary school from Heswall, Wirral. We educate children from the age of 4 (Foundation 2) to 11 (Year 6) as part of the school. Heswall Primary School, as a Wirral Council Community Non-denominational school, is subject to all Wirral Council's School Admissions Procedures. Allocations of school places are not determined by the school itself but by Wirral Primary Admissions.

Heswall Primary Pre-School (Commonly known as Plus Club) is, as of 1.9.19, run by the school as a 'Governor Led Pre-School'. Children are not added to the school role until they start in Foundation 2 and are instead recorded on the Early Years Census. Attending Heswall Primary Pre-School (Plus Club) gives children no application advantage in terms of applying for places in Foundation 2.

### **HESWALL PRIMARY PRE-SCHOOL (PLUS CLUB)**

At the time of application and place allocation, if there are enough places available, then your child will be offered a place at Heswall Primary Pre-School. If there are not enough places available for those who have applied, the Governing Body will decide which children to accept in line with the following guidelines:

3 Year olds that will turn 4 in this academic year.

- Priority will be given to those children turning four in that academic year using the same criteria applied by Wirral Borough Council when allocating Foundation 2 school places.

2 Year olds that will turn 3 in this academic year.

If there are places left after the 3 year olds that will turn 4 in this academic year have been allocated places, the Governing Body will offer a place to the children who will become three during the academic year based on the following guidelines:

- Children with special educational needs which have been identified through statutory assessment.
- Children whose 3<sup>rd</sup> birthday falls between 1st September and 31st December.
- Children whose 3<sup>rd</sup> birthday falls between 1st January and 31st March.
- Children whose 3<sup>rd</sup> birthday falls between 1st April and 31st August.

2 Year olds (eligible for funding) that will not turn 3 until the next academic year.

- Children who turn 2 between 1<sup>st</sup> September and 31st December (Eligible from 1<sup>st</sup> January)
- Children who turn 2 between 1<sup>st</sup> January and 31<sup>st</sup> March (Eligible from 1<sup>st</sup> April)
- Children who turn 2 between 1<sup>st</sup> April and 31<sup>st</sup> August (Eligible from 1<sup>st</sup> September)

If a child turns 2 during a term, parents can pay for their sessions immediately. Funding (when available) will only commence at the start of the next term following the second birthday.

We do not offer provision for children under the age of two years old.

In addition the Governing Body has instructed the following guidelines within the pre-school:

- Once a child has been offered a place in the pre-school, we expect them to retain that place up until the time they move to their chosen primary school Foundation 2 (Reception class). Any funding agreement is determined by the setting/s the child is in at the time of the termly headcount. If your child moves to a different provider after this date, the funding is not transferred.
- Families are asked via the Pre-School Application form, to indicate their preferences for sessions e.g. mornings, afternoons, split weeks. The school will do all it can to meet these preferences so long as there are places available.

### **FOUNDATION STAGE 2 (Reception Class)**

#### **Earliest Dates of Admission:**

Following the Wirral Council Admissions Procedure, parents will apply for a Foundation 2 place (Reception Place) during the school year that their child turns 4. This will be during the school year before the child is due to start in Foundation 2. E.g. For a child due to start F2 (Reception) in September 2019, the application must be made through the local authority between September 2018 and January 15<sup>th</sup> 2019.

Offers of places to parents who applied by the closing date, will receive an offer for a place in April depending on how they applied. If the application was made online, parents will receive an e-mail on the published date. For 2019, the published date is 16<sup>th</sup> April 2019. If an application was made on paper, the offer will be sent out in the post on that day and will likely be received in the following days. Applications that were made later than January 15<sup>th</sup> are only dealt with after places have been offered to parents who have applied on time.

After the places have been offered by Wirral Council, Heswall Primary School will contact the parents of the children. Parents will be invited to attend a meeting in the Summer Term and the induction process will be explained and the class teacher introduced to them. The meeting will also discuss what happens in the Foundation 2 class on a daily basis.

The importance of the parental role will be stressed and the valuable support they give to school. Parents will be offered the chance to attend the classroom with the children during the summer term for a 'stay and play' session.

Foundation 2 staff will, wherever possible visit the pre-schools and nurseries of all children joining the school. They will meet with key workers to aid transition.

In September, the children are admitted to school on a part-time basis over a 2 week period. The youngest children will be admitted first and each day more children will start. This is to ensure that all children are fully supported, so initial assessments can take place and so that the children are not overawed by full days straight away. Children will stay for lunch as part of their part-time transition days.

As most parents are seen on a day to day basis, there should be a continual dialogue between teachers and parents if any individual needs are apparent.

### **OTHER ADMISSIONS (Admissions for children not joining at the beginning of the F2 class**

If parents apply for places from Reception/ F2 to Y6 for the current school year (outside of the normal F2 admissions procedure), this again must be done with Wirral Council Admissions team and cannot be done by the school. It is encouraged that parents contact the school to ascertain if places are available before making the application. Visits to the school are also encouraged prior to admission.

In F2 (Reception)/ Year One and Year Two, classes are capped at a maximum of 30 pupils.

In Key Stage Two (Y3, 4, 5&6): Children are usually entitled to a place at their catchment school even though the school may be on or above its admission number. However, where there is a serious concern, for example about health and safety, there may be circumstances in which a Key Stage 2 place may be refused at a catchment school.

### **Infant Class Size Limit Exceptions**

Exceptions to the maximum of 30 pupils in Infant Class Sizes can be found in Wirral's Coordinated Scheme for Primary Admissions.

### **OUT OF ZONE APPLICATIONS**

The Council will agree a place in an out-of-zone school as long as there is room within the admission number. Enquiries from families requesting a placement for their child and who live outside the school's catchment can still apply via Wirral Council's Admission Procedures.

It is not expected that any class in Key Stage 2 will exceed 35 children. Out of zone applications, when the class already has 30 children will be considered but will be assessed on an individual basis due to health and safety requirement that take the physical size of the classrooms in to account.

## Expression of interest for a place at Heswall Primary Pre-School

Please note that this is not an application or admission form



### Details about your child:

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

### Sibling Details:

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

### Parent/Guardian Details

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please let us know if you already know the sessions that you will be requesting (Information will be kept in accordance with the School Privacy Policy and used only for the purposes of planning sessions and for parental contact)

Date looking to start: \_\_\_\_\_

	AM 9.00am- 12:00pm	PM 12:00pm -3:00pm
Mon		
Tue		
Wed		
Thurs		
Fri		

Heswall Primary Pre-School Application Outcome

To the parent/carer of XXXXXXX

I am pleased to inform you that your child has been offered a place at Heswall Primary Pre-School. Your child has been offered the following sessions:

XXXXXXXXXXXXXXXXXXXX Enter Dates and Times Here XXXXXXXXXXXXXXXXXXXXXXX

You are now required to indicate if you wish to accept this place by completing the slip at the end of this letter and returning it to school. In accepting a place you are agreeing to:

- Bring your child to the pre-school in time for the session (Morning starts at 9.00am, Afternoon starts at 12:00pm)
- Collect your child no later than 12.00pm for morning sessions or 3:00pm for the end of afternoon sessions.
- Support the child by working together with the pre-school to ensure your child is working towards becoming school ready.
- You will apply for and provide us with the appropriate funding code in good time.
- Ensure that if your child is eating lunch at school, they have a healthy lunchbox or they take up a school dinner that can be paid using ParentPay (Details available at the main school office)
- Any additional or paid sessions (not funded) are paid for promptly as requested on the invoice.

Please return the slip below, to the school office as soon as possible to secure your child’s place,

Yours sincerely,



Mr J Lawrenson  
Headteacher

\_\_\_\_\_

Pre-School Application Outcome

I accept / do not accept the offered place for my child \_\_\_\_\_.

I agree to support the school staff by following the guidelines laid down in this offer letter.

Signed \_\_\_\_\_ date \_\_\_\_\_