

# School Admissions & Procedures Policy

(inc Nursery & In-Year Admissions)



**Delegate Function: FGB**  
**Approved by Governors: September 2020**  
**Updated: July 2020**  
**Review date: Summer 2021**

This policy/document was reviewed by:-

Signed.....

Date:

Position.....

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Date:

Position.....

The next revision date is:

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## Starting School – Applying for a Reception Place

The booklet that is available on this link below, gives step by step guidance for how to apply for a school place each year. Importantly the window of application opens on the 1<sup>st</sup> September the year before and must be completed by mid-January. If your child attends our Nursery then we will send you key reminders throughout the year to ensure you apply for your Reception place in time. Just follow the link below and read the guidance:

<https://cwc.cloud.servelec-synergy.com/parentportal/>; alongside this parents and carers can download the booklet attached to this link: <https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/schools/admissions/information-booklets/starting-primary-school-in-september-2019.pdf>

## Reception – Year 6

Dee Point Primary School follows the Cheshire West and Chester admissions policy. Details of this can be found in the ‘Starting School’ information booklet which can be accessed from [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or from our school website.

The link attached is for all ‘in-year’ applications and can be completed on-line:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/object-to-school-admission-arr/in-year-school-transfers/in-year-school-transfers.aspx>;

## Nursery Admissions

The main intake into Dee Point Nursery will be September, children will therefore, normally attend nursery for three terms. However, if the nursery has spare capacity, admission to the nursery is open to children from the beginning of the term following their third birthday. This may result in some children accessing up to five terms of education in Dee Point Nursery. Children under the age of three will not be admitted.

If the demand for places exceeds those available, the following criteria will be used to allocate places.

1. **‘Children in our Care’** A ‘Child in our Care’ is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
2. **Children for whom there are particular medical or social reasons** which, in the Council’s view, justifies admission to a particular school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.
3. **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school or, in the case of an infant school, attending the partner junior school and expected to continue at the school in the following school year.
4. **Children resident within the designated catchment zone** of the school Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
5. **Children** not resident within a school’s local catchment zone but **attending a school designated as a partner school for admissions purposes**, as out-of-zone pupils.
6. **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

NB:

To be eligible under criterion 4 or 6, proof of residency at the given address will be required.

To be eligible under criterion 3 the sibling must be attending mainstream school when the younger child takes up a place in the nursery.

The children who are to be offered a place at the start of a term will have their place confirmed on the last day of the previous half term. i.e. For a child starting after Easter the decision will be made by Spring half term.

During the Summer Term, any child who has been offered a place in the Reception class for the following September, and who does not attend our Nursery class at this time is eligible to receive a maximum of two Nursery sessions per week as part out transition programme if parents request this.

A place in the Nursery does NOT guarantee a place in the Reception class of the mainstream school. Therefore a separate application must be made for admission to Primary School.

During the 2020/2021 school year there will be 10 places for those with extended entitlement of 30 hours and 32 places for those accessing 15 hours entitlement.

#### Deadline for nursery applications

The deadline for nursery admissions is the Monday of the last week before half term. School will then contact parents by the last Friday of that half term.

For 2020/2021 the dates are as follows:

Intake January 2021

Application deadline Monday 19<sup>th</sup> October 2020

Place offered Friday 23<sup>rd</sup> October 2020

Intake Easter 2021

Application deadline Monday 8<sup>th</sup> February 2021

Place offered Friday 12<sup>th</sup> February 2021

Intake September 2021

Application deadline Monday 24<sup>th</sup> May 2021

Place offered Friday 28<sup>th</sup> May 2021