



Imperial Avenue Infant School

Admissions Policy

At Imperial Avenue Infant School we value and respect the uniqueness of each child and work together to achieve success. We create a caring environment which supports and enhances learning for all and provides the opportunity for every individual to fulfil their potential. We are committed to equality of opportunity for all pupils regardless of sex, race, religion, ability or background.

Foundation Stage 1 (F1 Part-time)

The Governing Body of Imperial Avenue Infant School is the admissions authority for F1 pupils. The planned admission number (PAN) for F1 pupils to be admitted each year is currently 56 part time. Foundation 1 is part time provision for children who are 3 years old before 1st September, at the start of the academic school year. The children will have 5 x 3 hour session each day which will include both am and pm sessions. You can apply for this from when your child is the age of 2 years and right up until they are 3 years old. There are spaces for 28 children, this can consist of a mixture of part-time and 30 hours entitlement.

Once a child reaches the age of two, parents/carers should contact the school to register their interest and are also required to provide us with a copy of their child's birth certificate. There is no set deadline for applying to join Foundation Stage 1.

The school holds a register of names of pupils whose parents express an interest in their child attending our Foundation Stage 1 nursery. There is a structured process to the admission of Foundation 1 children which all prospective parents/carers must follow.

Whilst we aim to accommodate parents' needs where possible, expressing a preference for a particular session in no way guarantees that this is the session that will be offered.

If a pupil does not arrive on the given start date and we are not informed, the place will only be held for 5 school days and then withdrawn.

If a pupil is absent from school for more than 10 consecutive school days with no reason given, the place may be withdrawn.

If you are late dropping off and/or collecting your child on more than 4 occasions, your child's nursery place will be reviewed and you may end up losing the place.

We know starting a new school can be a nervous time for both children and parents, this is why you must arrive on time for both drop off and pick up and your child must enter and leave by the classroom. This helps the children to become familiar with their classroom and their teaching staff.

Being late on arrival to school and being late picking up can be upsetting for your child.

Unless there are exceptional circumstances, e.g. medical appointment, if you are late dropping your child to school either in the morning or afternoon by 10 minutes or more, your child will be refused entry to nursery on that day. We would expect you to bring your child to nursery on time on the next school day.

The Governing Body has the sole right to offer/withdraw a place for a specific reason. If a child is not offered a place or is not given the session requested there is no right of appeal. If a parent/carers wishes to complain, they must put their complaint clearly in writing for the attention of the Head teacher.

If the number of applications received exceeds the number of places available, places will be allocated in the following priority order:

- 1) Children who are in care of a local authority.
- 2) Children who are on the Child Protection Register and need to attend an alternative school to avoid an abuser.
- 3) Children of parents/carers who are fleeing domestic violence
- 4) Children whose home address is in the catchment area with a sibling at the school, who will still be on roll when the child starts
- 5) Children whose home address is outside the catchment area of the school with a sibling at the school, who will still be on roll when the applicant starts school
- 6) Children whose home address is in the catchment area of the Infant or Primary school.
- 7) Children whose home address is outside the catchment area of the Infant or Primary school and who have requested a place

If oversubscribed, a waiting list will be kept and places allocated according to the criteria above, as and when places become available. As a result, your child may move up or down the waiting list due to another child's name being added or removed from the list that has met a higher criteria. Applications received after the start of the academic year will be added to the waiting list.

The offer of a place 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 by the parent/carers to the Local Authority.

30 Hours - 30 Hours Offer Information at Imperial Avenue Infant

We are happy to announce we are able to offer a number of 30 hours places to those children entitled to it. If you are interested and think you may be entitled please follow the local authority guidance below.

Information on 30 hours entitlement and how to apply

From September 2017 funding for early education for 3 and 4 year old children is changing. All families with a 3 and 4 year old child will still be eligible for the universal offer of free early education of up to 15 hours a week term time. Some children will be eligible for extended childcare from this date, which is up to 30 hours a week term time.

You will be eligible for 30hours if the criteria below apply to you:

- both parents must be working (or the sole parent is working in a lone parent family), and each parent earns a weekly minimum equivalent to 16 hours at national minimum wage or living wage, and less than £100,000 per year
- working will include employed and self-employed persons
- in general families where one parent does not work (or neither parent works) will not be eligible for these additional hours
- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring or one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

What you have to do to apply

You can check what help you could get with childcare costs and an indication as to your eligibility for 30 hours free childcare via www.gov.uk/childcare-calculator. You need to go to a “checking portal” to find out if you are eligible.

The Online Portal

- Parents will be able to apply for both Tax Free Childcare and 30 hour free childcare through a joint application system.
- It will provide a simple journey for all parents and because the criteria are similar, it will avoid the need to provide the same information twice
- parents will be expected to inform HM Revenue and Customs of any change in circumstance that may affect their eligibility
- if eligibility changes there is a proposed grace period – this is intended to enable children to keep their place if parents become ineligible

30 hours and Other Variations

For details on how to register and check for eligibility for the 30 hours visit <https://www.childcarechoices.gov.uk/>

At Imperial Avenue Infant we will be offering a limited number of 30 hours places. To be on the waiting list you will need to have a valid eligibility code and these places will be allocated on a first come first serve basis.

The Full 30 hour places' hours at Imperial Avenue will be 8.30am to 3.20pm Monday to Friday. Lunch period is 11.30am to 12.20pm and you will be required to provide your child with a packed lunch. This can be subject to change at the schools discretion.

Nursery Lunch Club

For those three year olds who attend school under the 30 hours extended funding, a charge of £2 per child per day will be made. This **daily charge includes a proportionate cost for staffing, premises costs, insurance, equipment and materials. This can be subject to change at the schools discretion.**

Foundation Stage 2 (F2 Full-time)

The Admissions Authority for Imperial Avenue Infant School is Leicester City Council. Each year the Local Authority will send admissions forms, along with a booklet and timetable for the process, to all parents/carers of Foundation Stage 1 children on roll at the school. Parents/carers will need to complete and return this form back to the Local Authority. The Local Authority will then write to the parents to confirm which School the child has been allocated a place at.

The local authority, Leicester City Council, by default, adopts the national admissions guidelines, The School Admissions Code, which is available on the Department for Education's web site. The link for which is

<https://www.gov.uk/search?q=school+admissions>

The link to the Leicester City Council admissions arrangements for admissions to Infant and Primary schools is

<https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/>