



Imperial Avenue Infant School Admissions Policy

Foundation Stage 2 (F2 Full-time) or in year admissions for Reception to Year 2

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/>

For admissions to our Nursery, please refer to the Nursery Admissions document below. For new admissions to Reception, or for in-year admissions to Reception, Year 1 or Year 2, applications must be made through the Local Authority in line with their published 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.

Nursery (Foundation Stage 1 and Foundation Stage 0)

The Governing Body of Imperial Avenue Infant School is the admissions authority for F0 and F1 pupils. The planned admission number (PAN) for F1 and F0 pupils to be admitted each year is currently 56 part time. Foundation 0/1 is part time or full time provision. F1 is for children who are 3 years old before 1st September, at the start of the academic school year. Alternatively we also offer F0 places for children aged 3+, allowing them to start at Imperial once they reach their third birthday

The children can have 5 x 3 hour sessions (15 hour funding) or 10 x 3 hour sessions (30 hours funding) during the week which can include full days or both am and pm sessions across multiple days. 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 - parents are required to provide us with a copy of their child's birth certificate. There is no set deadline for applying to join Foundation Stage 0/1.

The school holds a register of names of pupils whose parents express an interest in their child attending our Foundation Stage 0/1 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 a child.

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/carer 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 criterion. Applications received after the start of the academic year will be added to the waiting list.

The offer of a place in Foundation Stage 0/1 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 (reception) must be made by the parent/carer to the Local Authority.



30 Hours Funded Childcare – Policy Statement

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 guidance below.

Working parents of eligible children may access up to 30 hours of funded early education and childcare during term time. This entitlement is provided by the Government and administered through HM Revenue and Customs (HMRC). It is the responsibility of parents to check their eligibility, apply for the funding, and reconfirm their details every three months.

Eligibility

Parents may be eligible for 30 hours funded childcare if they meet the following criteria:

- **Both parents are working, or the sole parent in a lone-parent family is working.**
- Each parent must earn the equivalent of at least **16 hours per week at National Minimum or Living Wage**, averaged over a three-month period, and **no more than £100,000 per year**.
- Eligibility includes parents who are:
 - Employed or self-employed
 - Temporarily away from work on **maternity, paternity, adoption leave, or statutory sick pay**
- Families may also qualify where **one parent is working** and the other has **substantial caring responsibilities** or a **disability**, as defined by specific benefits.

Families where **neither parent works** will not normally be eligible for the extended entitlement.

How to Apply

Parents must apply through the **HMRC Childcare Account** via the Childcare Choices website. Applications and eligibility checks can be completed at: www.childcarechoices.gov.uk (childcarechoices.gov.uk)

Parents will receive an **11-digit eligibility code**, which must be provided to the school before a place can be offered. Parents must also **reconfirm their eligibility every three months** to continue receiving the funding.

30 Hours Places at Imperial Avenue Infant School

Imperial Avenue Infant School offers a **limited number** of 30-hour places. These are allocated on a **first-come, first-served basis** to families who provide a valid eligibility code.

The standard hours for a full 30-hour place are: **8:30am – 3:20pm, Monday to Friday (term time only)**.

Children attending for 30 hours will require a **packed lunch** from home. Hours may be subject to review at the school's discretion.

Nursery Lunch Club

For children accessing the extended 30-hour entitlement, a **daily charge of £2 per child** applies for the lunchtime period (11:30am – 12:20pm). This charge contributes to staffing, premises costs, insurance, equipment, and materials. Fees may be reviewed and adjusted at the school's discretion.



Admissions Statement for SEND Unit and DSP

Admissions to our school's SEND Unit and Designated Specialist Provision (DSP) are exclusively for pupils who have an Education, Health and Care Plan (EHCP). All placements for these specialist settings are determined and allocated by the Local Authority's SEND team. The school does not manage or decide admissions to these provisions.

Please use the link below for further information

[Choosing a school for a child with SEND | LCC Family Hub](#)