



## **Farnborough Road Infant School**

### **Policy on Admissions**

“Learning, Caring and Achieving Together”

#### **How parents can apply for their child to be admitted to our school**

Farnborough Road Infant School is a community school admitting children 2 to 7 years old.

#### **2 Year Old Nursery**

There are 16 part time places available in our 2 year old provision / Caterpillar class. Children are admitted at the start of the term following their second birthday. Children entitled to the 2 Year Old Offer will receive 15 hours of free early education per week for up to 38 weeks of the year if they meet certain eligibility criteria. A child may be eligible if a parent receives one or more of the following:

- Income support
- Income-based Jobseekers allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit and earn no more than £16,190 form work (correct in June 2015)
- Working Tax Credit run –on-paid for 4 weeks after you stop qualifying for Working tax Credit
- Universal Credit

Allocation of a free place will be checked by Sefton's School Readiness Service. We will endeavour that 4 of the 8 places are allocated to children aged 2 entitled to 15 hours free education.

Request for admission to the 2-year-old nursery as a paid place can to be made directly to the school. Places will be allocated on a first come, first served basis at a cost of £15 per session.

Admission to Farnborough Road 2-year-old nursery does not guarantee a place in Reception at Farnborough Road Infant School but will give priority to Farnborough Road Infant Nursery Bumblebee, Butterfly or Ladybird classes.

Any application to Nursery and Reception should be made using the criteria below.

#### **Nursery**

Request for admission to Farnborough Road Infant School Nursery is made to the school directly. Up to 90 places will be allocated to children who are aged 3 years in the year or term before they start Nursery. Places will be allocated on a first come, first served basis unless children have previously attended the Caterpillar Class, in which case they will receive priority due to them already attending Farnborough Road Infant School.

Since September 2017 free childcare entitlement for working parents of three- and four-year-olds has been extended. We continue to offer all 3 and 4 year olds 15 hours per week of free early education as the universal entitlement for all children. However, we also offer an extension of the current entitlement providing an additional 15 hours of free childcare for children that are eligible.

#### **Eligibility for the extended free childcare entitlement includes:**

1. An additional 15 hours is available to families where **both** parents are working (or the **sole** parent is working in a lone parent family), and each parent earns, on average, a weekly minimum **equivalent to 16**

**hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.**

2. Working includes employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must **reflect at least 16 hours of work** at NMW or NLW, which is **£107 a week** at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.
3. Families where one parent does not work (or neither parents works) will usually not be eligible for these additional hours. However, the government has made provision to support families where one parent is in **receipt of benefits relating to caring responsibilities or a disability and the other parent is working.**
4. The additional entitlement is also available in the following circumstances:
  - 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 e.g. period of ill health

We recognise that childcare is a major issue facing many working parents. At Farnborough Road Infants we want to support parents and their children at this stage in their life.

Parents are responsible for establishing whether they are eligible for our 30 hours childcare provision. Persons providing false or misleading statements made or provided in connection with a determination of a child's eligibility for the free entitlement and dishonest conduct in the process of making this determination may be imposed with a financial penalty of up to £3000 from the Secretary of State. (Childcare Bill: Policy Statement December 2015)

### **Top Up Places**

Parents who wish to extend their 15 hours entitlement can pay for additional sessions. These will be charged at £15 per session and £3 for supervision over the lunchtime period. Parents requesting an extra full day will be charged £33 per day.

In the academic year 2023/24 parents can request the sessions they wish their child to attend in the Ladybird class.

Admission to Farnborough Road Infant's Nursery does not guarantee a place in Reception. Applications for Reception places should be made through the Local Authority.

### **Farnborough Road Infant School**

Admission to our school (Reception to Year 2) is determined by the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions information booklet informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions) or on the form at the back of the admissions booklet. Applications should be made by the date stipulated. The Local Authority will notify parents of the decision as soon as all the applications have been considered.

In this area, children enter the main Infant school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five

should ensure that they return the necessary application form by the stated date in the year prior to admission.

All In-Year admission requests also need to be made to the LA.

### **Enhanced Transition**

If your child finds transition difficult or has a special educational need they may benefit from an enhanced transition, we will work with you and your child to support their needs. This may initially take the form of a reduced and personalised timetable.

### **Admission appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned.

### **The standard number**

The 'standard number' is the number of children the LA considers the school can accommodate. The standard admissions number for our school is 120, per year group. We keep this number under review, and the governors will apply to change the number if circumstances change.

### **Sizes of classes for infants**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

### **Equality Act 2010**

**Under the Equality Act 2010 Farnborough Road Infant and Junior Schools have due regard to the need to:**

- **Eliminate unlawful discrimination, harassment and victimisation.**
- **Advance equality of opportunity.**
- **Foster good relations.**

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed regularly.

### **Updated October 2022**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Headteacher**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Chair of Governors**