



# **Southridge First School**

# **Admissions Policy**

**for September 2019 admission**

**This policy was reviewed and approved by the Curriculum Committee on May 15<sup>th</sup> 2018 and adopted by FGB at the summer term meeting 2018**

**Review Date: Summer 2019**

## **Admissions Policy for Reception to Year 4**

Southridge First School is a Local Authority Community School and as such, the LA is the Admissions Authority.

North Tyneside operates a Coordinated Admissions Scheme. The Scheme is made by North Tyneside Council under the Education Regulations 2002 and complies with the changes introduced in the new School Admissions Code 2009 which reflects new legislation laid out in the Education and Inspections Bill 2006.

**Please see the North Tyneside Essential Guide for full details.**

### **Southridge First School Admission Arrangements**

- Southridge is a non selective First School catering for children from Reception to Y4 (age 4 – 9 years). We currently have two form entry with a standard admission number of 300 (60 per year group) plus a 52 part-time place Nursery for children aged 3.
- A senior member of staff will be pleased to show prospective parents around the school. Prospective parents are invited to visit by arrangement.
- **As an LA school we operate in accordance with North Tyneside's Admission Policy and Procedures. Details of these are given in the Local Authority 'The Essential Guide to North Tyneside Schools.'**
- If your child is in our school Nursery in September we will pass on details of how to apply on-line for the following September Reception entry. If they do not attend our Nursery please see details of how to apply for a Reception place on the North Tyneside Council website. Places are offered by the LA, in the Spring Term.
- All parents of Reception class entrants are invited to an Open Evening in the Summer Term to meet the staff, discuss routines, systems and order uniforms etc.
- Arrangements are made for the children to spend a visit in the Summer Term with their new teacher in order to become familiar with the building and all the staff.
- Children are admitted to the Reception classes in September of the school year (1st September – 31st August) in which they will have their fifth birthday. A staggered intake system is in operation. All children start school during the first week of the Autumn term, but attend on a part time basis for 2 weeks and attend full time in the third week.
- Children admitted 'in year' will be invited to attend a familiarisation session prior to their planned admission date. Children will be allocated a Year 4 'buddy' to help them make a smooth transition to Southridge First School.

### **Admissions Policy for Southridge Nursery Classes**

## Introduction

- Southridge First School has a 52 part-time place Nursery for children aged 3.
- As an LA school we operate in accordance with North Tyneside's Admission Policy and Procedures for Nursery classes. Details of these are given in the Local Authority 'The Essential Guide to North Tyneside Schools.'
- Interested parents are asked to register their child's name and date of birth, by completing an application form with the school the year before entry or earlier.
- The timing of allocated places is done in line with the timeframe agreed with the Whitley Bay Partnership of Schools. This usually means that parents receive notification of whether or not their application has been successful, after February half term or the planned admission year.
- All parents of Nursery class entrants are invited to an Open Evening in the Summer Term to meet the staff, discuss routines and systems etc.
- Arrangements are made for the children to visit in the Summer Term in order to become familiar with the building and all the staff.
- Children are admitted to the Nursery classes in September of the school year (1st September – 31st August) in which they will have their fourth birthday. A staggered intake system is in operation. All children start Nursery during the first week of the Autumn term for one session and then the following week attend every day.
- Children admitted 'in year' will be invited to attend a familiarisation session prior to their planned admission date.
- It should be noted that places in our Nursery is on a part- time basis (5 mornings **OR** 5 afternoon sessions per week) and this will be the maximum amount of funding allocated.
- Parents are required to provide proof of address and proof of their child's date of birth.
- One nursery session is based on a maximum of 3 hours in length.
- It should also be noted that attendance at a nursery class **does not** guarantee a place in reception class at Southridge First School.

## North Tyneside Oversubscription Criteria for Nursery Classes

Where demand for places exceeds the number of places available the following admission arrangements are used to decide which children can be admitted to Nursery:

Children with statements of special educational needs where the statement names a specific school will take priority.

1. A 'Looked after child' in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order

2. Children living within the catchment area (pupils in this category with a brother or sister who will be attending the school at the time of admission will be given priority)
3. The presence of a brother or sister already in the main school
4. Any remaining places are allocated to children living nearest to the school as measured by straight line distance from a single fixed central point of the home address to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ONE system.

(For the purpose of determining whether a child resides within the catchment area, only the address of the parent or legal guardian will be taken into account. Addresses of grandparents/child minders will not be considered.)

Preference may be given to children where there is a referral made by Social Services Department or Health Professionals i.e. special, social or medical reasons. The evidence must demonstrate why the chosen Nursery is the most suitable and what difficulties would be caused if the child were to attend another Nursery. The Local Authority will not consider such applications if the relevant evidence is not provided. If provided the evidence will be considered and assessed by a LA Admission Panel – the LA must be satisfied that there is a specific medical or social reason which makes attendance at that particular Nursery essential to meet the pupils needs. No assumption should be made that submission of the relevant evidence will in itself be sufficient to allocate a place.

If you do not get a place in your preferred Nursery class you cannot appeal against the decision.

Where places cannot be offered, the school will hold a waiting list up to the start of the Autumn Term. Children are placed on the waiting list according to the oversubscription criteria with no reference to the date of application and within each criterion their place is ordered by shortest distance measured in a straight line from the centre of the parents home address to the centre of the school. If a place becomes available it will be offered to the child at the top of the waiting list.

### **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 Team.

The policy will be reviewed every year, or earlier in the light of any changed circumstances.

This policy was agreed by the Governors at the Curriculum Committee on 15<sup>th</sup> May 2018 and approved by FGB in Summer term 2018

It will be reviewed in Summer 2019

### **Equality Impact Assessment**

1. Name of the change, strategy, project or policy:		Admissions Policy	
2. Name of person completing this form:		S. Hall	
3. Has the policy/practice been assessed to consider any negative impact on the key groups?			
<p>Yes. This policy and procedure is based upon North Tyneside Local Authority's arrangements for the admission of pupils to First Schools.</p> <p>The School will fulfil its obligations to equality by approaching all applications for school places cases in a fair and consistent manner and with regard to LA policy.</p>			
4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.			
Equality Target Group (circle):	Negative impact – it could disadvantage	Reason	
Race	None		
Religion/belief	None		
Disability	None		
Gender	None		
Sexual Orientation	None		
Age	None		
5		Yes	No
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.		NA	NA
Is the impact intended?		NA	NA
6 Could you minimise or improve any negative impact? Use the space below to detail how.			
NA			
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?			
NA			
8. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any adverse / negative impact?			
NA			

**PART B) To be completed when assessment and consultation has been carried out**

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.				
9b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?				
The Governing Body receives information periodically from the Local Authority regarding any changes to Admissions Procedures. This policy will be kept under annual review.				
9) Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	✓	No	As described above

