

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Admissions Procedure

Our Vision Statement

'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well-being.'

Document Control

January 2017	CAJ,AW, TOF & PH	Updated in line with new entitlement of additional 15 hours for eligible children
January 2018	Reviewed by LAPD	Clarified earnings clause
September 2019	Reviewed by LAPD	No changes
March 2020	Reviewed by LAPD	Added clause re. School able to withdraw place for 4 week non attendance
May 2021	Reviewed by LAPD	Reduction of nursery places
July 2022	Reviewed by LAPD	Minor changes
January 2024	Reviewed by LAPD	No changes
January 2025	Reviewed by LAPD	

NURSERY

All three and four year-olds are eligible for 15 hours per week of free early education. The entitlement provides an additional 15 hours of free childcare for eligible children.

Households will be eligible for an **additional** 15 hours free entitlement where:

- Both parents are working, or one parent is working in lone-parent families.
- Both parents are working but one or both parents is temporarily on maternity, paternity or adoption leave.
- Both parents are working but one or both parents is temporarily on statutory sick pay.
- One parent is employed and one parent is disabled, incapacitated or has substantial caring responsibilities.
- Parents must earn a minimum annual amount of £9518 and less than £100,000 per year, per parent.

At Hitherfield we aim to offer the equivalent of 52 x 30 hour places in order to support our community.

This balance of provision is expected to meet the community's requirements, however, we will be flexible with the exact number of 15 and 30 hour places in order to meet the changing annual requirements of our community.

Full-time places start at 9:15 to 3:15pm

A part time place is offered as follows:

Monday and Tuesday – all day 9:15am to 3:15pm AND Wednesday from 9:15am to 12:15pm

Wednesday from 12:15pm to 3:15pm and all day 9:15am to 3:15pm on Thursday and Friday.

'Wrap-around' care (before and after-school provision, 7:45am to 9:15am and 3:15pm to 6pm, is also available to Nursery children through our breakfast and after-school provision. Places are offered in accordance with the nursery offer criteria and subject to availability.

Allocation of Places

Places are allocated in line with the following criteria in order of priority, irrespective of whether a child is eligible to 15 or a 30 hour place.

1. Children recommended for a nursery place at Hitherfield by the Disability or Locality TAC (Team Around the Child), or who are looked after by the local authority or who have an allocated social worker.
2. Children with professionally supported educational, medical or social needs, e.g. children who are recommended for a place at the school by the Disability or Locality TAC (Team Around the Child)
3. Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted.
4. Children of staff at the school. A member of staff for the purposes of this criterion must be employed by Hitherfield Primary School for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application.
5. Children who live nearest to the school on the basis of distance between the child's home and the school, measured by a straight line.

Home Visits – These take place before a child takes up their place at the Nursery.

- During the home visit, the school booklet will be given and the Nursery times and practice explained.
- The child will be offered a part-time placement and a starting date given - parents may request session options, but we may not be able to grant their preference. The key worker, with parental help, will write a short profile about the child. This will enable him/her to get to know the child and support their transition from the home to school settings.
- Details will be given about applying to Reception classes. Admission to our Reception classes is not guaranteed for children attending Hitherfield's nursery classes and parents/carers must apply through the Lambeth Central Admissions process.
- It will be stressed to parents that the place should be fully used. Attendance at Nursery is not a statutory requirement but if a place is accepted, attendance is required unless the child should fall ill. Absences of an unexplained nature will be reported to the Education Welfare Officer. The school does reserve the right to withdraw a place if there are unnecessary and unexplained absences.

Enrolment Procedure

Once a place is offered you will be invited to an admissions meeting to complete an enrolment form.

You will be required to provide the following documents in this meeting:

- a. Full Birth Certificate
- b. Proof of address (this must be either a Council Tax Bill, a tenancy agreement, Child Tax Credits
- c. Health Book
- d. National Insurance number

The allocation of a starting date will be delayed and possibly withdrawn if these items are not supplied in an appropriate time frame.

Transition to Primary School

Admission to Reception and all other classes

Applications to Reception and all other classes are made through the Lambeth Central Admissions process and places are offered according to the criteria laid out on the Lambeth Website.

<https://www.lambeth.gov.uk/schools-education/school-admissions-appeals>

Starting School

We recognise that parents/carers need to work or have other commitments, and that many of the children starting our nursery or reception may have been attending other childcare settings previously. However, we want to ensure every child has a successful start to Hitherfield, so we have a structured settling in period that gives the best opportunity for each individual child.

If a child is struggling to settle, it may be appropriate for parents/carers to stay in the setting, or for the child to have an extended part-time settling in period.