

SPIRE NURSERY & INFANT SCHOOL

ADMISSIONS POLICY

Updated September 2013

Spire Nursery and Infant School is a mainstream state school for girls and boys aged from 3 to 7 years, delivering the National Curriculum. It also has a Specialist Nursery catering for children with Special Educational Needs up to the age of 5 years.

1. INFANT SCHOOL ADMISSIONS

1.1. Reception Year Admissions

For admissions into Reception year (first year at Infant School), applications for a place must be made through Derbyshire County Council.

Online at www.derbyshire.gov.uk/admissions

By phone - ringing Call Derbyshire on 08456 058058

By post - sending a DCC admissions form to the Admissions & Appeals Team, St Helena Centre, Sheffield Road, Chesterfield, Derbyshire S41 7LU

For queries regarding applications for a reception place, the Admissions and Appeals Team should be contacted:-

Tel: 01629 537479

Email: admissions@derbyshire.gov.uk

Spire Infant School published admission numbers for Reception in 2013/2014 is 50.

Children born between 1st September and 31st August are admitted into Reception year in September (start of the school year in which they reach their fifth birthday).

1.2. Year 1, Year 2 & In-Year Admissions

For admissions into Year 1, Year 2 or in-year admissions (ie. part way through the school year / term), applications for a place can either be made through the child's home authority or via the school direct.

If a year group is not fully subscribed, pupils may be admitted.

If the number of pupils in a year group is below Planned Admission Numbers a pupil will be admitted.

If, however, the number of pupils in the year group concerned is at or above Planned Admission Numbers (even if there are "spaces" in other year groups) the pupil cannot be admitted, but parents have a right to appeal.

1.3. Infant School Over-Subscription Criteria

In accordance with the Derbyshire County Council School Admissions Criteria, preference for an Infant School place in the first instance is given to:-

1. Children in care who are 'looked after' at the time of application and admission.
2. Children living in the catchment area at the time of application and admission.
3. Children not living in the catchment area but who have brothers or sisters attending the school at the time of their admission. *(The term brother or sister includes half brother / sister, a legally adopted child being regarded as a brother or sister and a stepbrother / stepsister residing in the same family unit).*
4. Other children whose parents have requested a place.

Where, in the case of 3 or 4 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the nearest available route) will be given preference.

2. NURSERY ADMISSIONS

Spire Nursery maximum number of places available is 52. In addition, a maximum of 14 places are reserved for children with special educational needs.

Children are admitted into Nursery at the start of the term in which they reach their third birthday.

There are three main Nursery admission dates throughout the academic year:-

- September - start of the Autumn Term
Children born September to December are admitted in this term.
- January - start of the Spring Term
Children born January to March are admitted in this term.
- April - start of the Summer Term
Children born April to August are admitted in this term.

Admissions to the Specialist Nursery are via the Local Authority (LA). Children can be admitted into the Specialist Nursery from the age of 2 years.

2.1. Nursery Over-subscription Criteria

Where the number of applications for admission exceeds the number of nursery places available, the following criteria will be applied in the order set out below:-

1. Children in care who are 'looked after' at the time of application and admission or who are referred by the multi-agency pre-school review panel.
2. Children living in the catchment area at the time of application and admission and have older brothers or sisters attending Spire Infant School at the time of their admission. *(The term brother or sister includes half - brother / sister, a legally adopted child being regarded as a brother or sister and a stepbrother / stepsister residing in the same family unit).*
3. Children living in the catchment area at the time of application and admission.
4. Children living outside the catchment area at the time of application and admission and have older brothers or sisters attending Spire Infant School at the time of their admission. *(The term brother or sister includes half -*

brother / sister, a legally adopted child being regarded as a brother or sister and a stepbrother / stepsister residing in the same family unit).

5. Children whose primary daytime carer is living in the catchment area at the time of application and admission.
6. Other children whose parents have requested a place.

Where, in the case of 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured in a straight line) will be given preference.

3. Children with Statements of Special Educational Needs

Spire Nursery with Specialist places has 14 places reserved for children with special educational needs.

The admission of children with Statements of Special Educational Needs is administered by the Local Authority (LA). The LA is responsible for issuing the statement and consulting with parents and the Governing Body of the school. Parents should contact the SEN Section at County Hall on 01629 536539 or e-mail sen.admin@derbyshire.gov.uk.

4. Appeals Procedure

When parents are unable to obtain a place for their child at the school they want, they can appeal against the decision to an appeal panel independent of the council and the school.

You can get more information and make your appeal online at www.derbyshire.gov.uk/admissions.

Details of the appeals procedure for all Derbyshire primary schools can be obtained by contacting Call Derbyshire on 08456 058058.

The decision reached by the independent panel will be binding on the council and the parents. A further application in respect of the same school will not be entertained in the same academic year unless significant and material changes in circumstances arise.

5. Waiting Lists

Derbyshire County Council maintain waiting lists for oversubscribed Derbyshire schools. For further information on DCC waiting lists refer to www.derbyshire.gov.uk/admissions.

A waiting list is maintained by the school for new admissions into Nursery. This waiting list tends to be used where a parent requests a place in Nursery, but their child has not yet reached the age of admission.

Priority on the nursery waiting list is determined according to the Nursery Over-Subscription Criteria detailed in section 2.1. The date of application does not affect the waiting list order.

6. Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.