

**ADMISSIONS POLICY  
ANSTEY FIRST SCHOOL**

**Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed on behalf of the Governing Body on 17/09/2021 It is due for review on 17/09/23.

The review was completed by: Amy Myers

Signature ..... Head Teacher Date .....

Signature ..... Chair of Governors Date .....

## **ADMISSIONS POLICY**

### **Anstey First School Academic year and 2021-2022 and 2022-2023**

Anstey First School is a 70-place Maintained First School, Nursery and Pre-School.

The Governors will admit up to the published admission number (PAN) of 10 children to the Pre-school, Nursery and Reception classes during each academic year and In-Year applications can be made for children in any of the other available year groups (years 1 to 4) up to the PAN of 10 in each year group.

Information for Nursery, Reception and In-Year admissions is available on our website [www.anstey.herts.sch.uk](http://www.anstey.herts.sch.uk)  
Details are also available from the school office.

#### **Pre-School**

Anstey First School's Owlets Pre-school class do not use the admission rules, as printed below, when offering pre-school places. Whether free-funded or fee-paying, these are subject to availability of places (10 in each academic year) at the time of application. Please contact the office in the first instance if you are interested in a place.

Pre-school can take children from 2 years of age (do not have to be out of nappies). Pre-school are able to offer 2 year old free-funded places if families meet the criteria and 3 year old free-funded places from the term after your child turns 3. We guarantee to open 3 mornings a week (Tuesday to Thursday) from 9.10am to 1.25pm and Thursday afternoon from 1.25pm to 3.30pm and will consider offering additional afternoon sessions if at least 5 children request this.

#### **Nursery Admissions**

Nursery admissions are administered by Anstey First School.

Our Nursery class has an annual admission number of 10 pupils. The application form must be downloaded from the school website (or a hard copy collected from the office). The completed form must be returned to the office and proof of address and an original birth certificate will need to be shown.

We will accept applications from 5 January through to 15 January for a single intake in September for children who will be 3 years old by 31 August of the same year. Offers will be made by post from midday on 1 February and parents will have until 12 February to accept the place. Any applications made after places have been allocated will be considered on a first come first served basis, should spaces still be available.

Our Nursery has a flexible approach and can offer either part-time (15 hours' free-funded places) or full-time (30 hours' free-funded places – subject to eligibility). Parents and carers, in consultation and agreement with the school, will have the opportunity to select days and hours. Hours requested must be between the minimum of 15 and the maximum of 30 funded hours, delivered 38 weeks a year during term-time.

Additionally, extra sessions above the 15 free-funded hours available to all children can be booked and paid for (at £5.30/hour) by parents who are not eligible for the additional 15 funded hours as part of the government's 30 hours' scheme. Similarly, parents who are eligible\* for the 30 hours' scheme can pay for an additional 2.5 hours (up to a total of 32.5 hours) @ £5.30/hour as our school day ends at 3.30pm - see session times below.

#### **Session Times**

Morning: 9am – 1.15pm (4.25 hours)  
Afternoon: 1.15pm – 3.30pm (2.25 hours)  
Full-time: 9am – 3.30pm (6.5 hours)

We can agree different attendance patterns for parents who do not wish to go over their 15 or 30 free-funded hours. Speak to the School Business Manager to arrange this.

A panel comprising a member of the Senior Leadership Team and 2 governors will sit to allocate places according to the following ranked admission criteria, if the number of applications received exceeds the 10 available places.

*Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Need or has an Education, Health and Care Plan (EHCP) which names Anstey First School.*

*Similarly priority will be given to a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan or to a child looked after or who has been looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) or to children who have a particular medical or social need to come to the school (subject to a panel of governors determining whether the evidence provided demonstrates clearly that this is the only school that can meet the child's needs).*

Priority will be given to:

1. A child who attends Anstey First School Owlets Pre-School Class at the time of the Nursery application.
2. Sibling Children who have a sibling\*\* on roll with Anstey First School at the time of application.
3. Children of employees
4. Any other children

In the event of a tie-break, priority will be given to those who live nearest to the school as the crow flies (using [www.google.co.uk/maps](http://www.google.co.uk/maps)).

Nursery education is not statutory. There will, therefore, be no right of appeal if your child is not offered a place.

**Important Note:** there are separate arrangements for admission to Nursery and Reception despite the classes being taught together in a combined Foundation Unit. In line with government legislation, parents of children admitted to our Nursery class must still apply in the following year for a place in Reception using the Hertfordshire local authority admissions system. The local authority co-ordinate the Reception application process on behalf of Anstey First School according to the scheme published each year.

### **Reception Admissions**

Our Reception class has an annual admission number of 10 pupils.

Applications for Reception places should be made through the Hertfordshire County council on-line application system <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

### **In-Year Admissions**

Anstey First School's In-Year admissions are co-ordinated by Hertfordshire County Council. Parents should apply directly to HCC <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

Visits to the school can be arranged through the school office.

Parents not satisfied with the governors' decisions on admissions will have the right of appeal to an appeals committee established by the Local Authority who will conduct the appeal on behalf of the Governors. Parents wishing to appeal should log on to their online application and click the link 'register an appeal'. For parents who applied via post, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

\* check eligibility for the 30 hours scheme of free-funded childcare using the 'Can I get free early education and childcare' link at: [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

\*\*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.