



Foundation Stage Unit (FSU) Admissions Policy – September 2015

Our FSU incorporates our Pre-school class and our Reception class. The Pre-school section does not have a defined catchment area, all parents are eligible to register their child's name.

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available, then the following criteria will apply.

Criteria for admission

The FSU Pre-school section is registered for a maximum of 20 children in any one session.

Children may be admitted at any time after their second birthday. If the Pre-school is oversubscribed places are allocated according to:

- ❖ Children in care 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- ❖ Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported at the time of application by a written statement to the Chair of Governors from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school.
- ❖ Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. (A sibling is a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/carer's partner. The child should be living in the same family unit at the same address.)
- ❖ Children with the strongest geographical claim, measured in a straight line from o/s point of the children's home address to the o/s point in the school. The measurement will be taken using the Local Authority's computerised measuring system, with those living closest to the school receiving highest priority.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the FSU Manager in consultation with Governors and may need to take priority over others on the waiting list.

Children are entitled to 15 hours free nursery education starting the term after their 3rd birthday. There will be some flexibility about how this offer can be accessed, in discussion with the FSU manager. Where a child attends more than one setting only a combined total of 15 hours can be claimed. The split to be negotiated between parents and FSU.

A waiting list is held and parents/carers are contacted shortly before their child reaches the age of two years to discuss sessions required.

Procedure for Admission

1. Before starting at the FSU all parents will be offered a short visit to the school where they will meet staff and have chance to look around.
2. Any special needs or requirements are discussed.
3. Birth dates will be checked against Birth Certificate and NHS numbers are recorded.
4. Parents may stay in the FSU to help settle their child as negotiated with the FSU staff
5. Increasing hours from part time to full time can be undertaken within a time range appropriate to the needs of the child's family.
6. It is the parents responsibility to register their child for a mainstream school place, to undertake statutory education. The Local Authority will notify parents and the school when these applications need to be made.
7. An Admissions form needs to be completed in order for the child to be added to the waiting list.
8. This process must be followed even if the parents intend the child to move into the Reception Class (Butterflies) at Withington. Attendance at the preschool section of the FSU does not guarantee a place in the Reception year at Withington School.