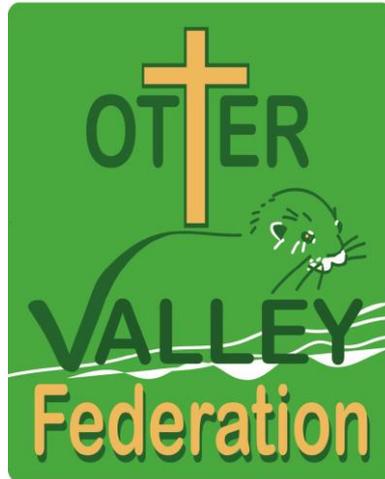


Believing and Achieving Together to be the Best We Can Be



*We aim to reflect God's love, " I have come that they
may have life, and have it to the full."
John 10:10*

*This policy has been developed and will be implemented in
accordance with the Christian vision and values of both schools.*

Policy on Admission to the Foundation Stage Unit 2018/9

Feniton Church of England (VA) Primary School

Policy dated 3rd July 2015

This Policy was adopted by:

The Governing Body of The Otter Valley Federation

at the Learning & Teaching Committee meeting on 3rd July 2017 **Upadted**

Next annual review: Autumn 2019

Signed by Chair of **Committee**: _____



Governors have taken into account the School's Christian values of HEART when reviewing and implementing this policy.

(Happiness, Empathy, Achievement, Reflection, Trust).

Feniton C of E Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing board of a Voluntary Aided school is the admission authority and has responsibility for setting these admission arrangements and making decisions regarding admissions applications.

The Ethos of Feniton C of E Primary School

As a Church of England School we aim to treat every child as unique in the sight of God; to create an atmosphere of serving Christ in others and to provide a Christian environment for every child in which they can flourish spiritually, morally, intellectually, emotionally, imaginatively and actively and live life to the full.

We ask all parents applying for a place here to respect our ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Early Years Entitlement

Devon County Council funds the Early Years Entitlement so that all children can access early learning and care based provision from the term after their third birthday up to the term after their fifth birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year, and from September 2017, some 3 and 4 year olds may additionally qualify and be entitled to up to 30 hours per week. At Feniton C of E Primary, the FSU is only open during school term time.

At Feniton parents may also buy additional hours in minimum blocks of 3 hourly sessions. This can be from the start of the term **before** their child's third birthday or in addition to their respective 15 or 30 hours free entitlement, **subject to availability**. This means that:

- Children with birthdays between 1st January and 31st March can access 15 hours universal or up to 30 hours **free** FSU provision or up to 30 hours from the start of the Summer term (after Easter) but parents/carers may purchase hours from the start of the Spring term (January).
- Children with birthdays between 1st April and 31st August can access 15 hours universal or up to 30 hours **free** FSU provision from the start of the Autumn term (September) but parents/carers may purchase hours from the start of the Summer term (after Easter).
- Children with birthdays between 1st September and 31st December can access 15 hours universal or up to 30 hours **free** FSU provision from the start of the Spring term (January) but parents/carers may purchase hours from the start of the autumn term (September).

Governors have determined that blocks of 3 hourly sessions may be purchased for **£12.00 (£4.00** per hour). You can also purchase an additional half an hour at 3.00 p.m. for **£2.00** to allow for collection at

the end of the normal school day. All charges will be reviewed annually in March, and may therefore go up during the lifetime of this policy.

Parents are able to request any combination of FSU sessions, subject to availability. Session times are as follows:

Mornings 8.55 a.m. to 11.55 a.m.

Afternoons 12.00 p.m. to 3.00 p.m.

All day 8:55 a.m. to 3.00 p.m.

Extra ½ hour 3:00 p.m. to 3:30p.m

Children who stay all day may bring a packed lunch or parents/carers may purchase a hot school meal. The school dinner menu is available from the school office and website, along with information about free school meal entitlement.

Applying for a place in the Foundation Stage Unit (Foundation One)

The Governing Body has delegated the responsibility for setting these arrangements and for decisions regarding admissions applications to the Executive Head and/or the Head of School (Feniton), together with the FSU Co-ordinator and the FSU Administration Assistant. They meet each term following the closing date to allocate FSU places for the following term. The closing dates for applications are as follows:

1 April, 1 July and 1 January.

Applications made after these dates may not be considered until after all of the applications that were on time. If a parent couldn't apply before, because for instance, they moved to the area, they should inform the school. If the reason for applying after the closing date is acceptable to the Executive Headteacher, the application will be considered at the same time as everyone who did apply on time, if this is still possible.

It is very important that the application form for admission is completed in full, as the school will require all the information when allocating places. The school office staff will be happy to offer advice or answer questions if the process/form is not clear.

Allocating places

The number of children that can be admitted will depend on their age, the amount of floor space we have, the number of toilets and hand basins we have and what additional staff may be required. This is known as the Annual Limit (AL).

Following the appropriate closing date mentioned above, the Executive Head and/or the Head of School (Feniton), together with the FSU Co-ordinator and the FSU Administration Assistant will meet and if necessary will rank all applications according to the school's admissions criteria listed below and not according to when the application was made. The offer of sessions will be made according to this ranking and will be made to meet parental need wherever possible. This will include offering successful applicants their full 15 hours universal free entitlement, plus whichever may be appropriate and wherever possible their full 30 hours free entitlement, if they qualify and/or any additional purchased hours that the parent may need. Parents will be expected to commit to specific sessions and to purchase any agreed hours for at least one full term. Parents are encouraged to be flexible in their choice of sessions as this will aid the allocation of places.

On behalf of the FSU, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be

invited to a 'stay and play' session in the FSU to meet staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list.

If the FSU is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise.

Any sessions offered, including purchased sessions, will be guaranteed for the duration of the child's time in the FSU. If a parent wishes to change the timing or duration of sessions for their child they will need to complete a 'change of hours' request form which is available from the school office. This should preferably be submitted half a term in advance, so that the Executive Head and/or the Head of School (Feniton), together with the FSU Co-ordinator and the FSU Administration Assistant can include this request when allocating future places. If the FSU is not full, we will always try to meet parents' needs.

Late applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start mid-term. If the FSU is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

Place on roll at the FSU

A place on the roll at the FSU does not mean or guarantee a place at Feniton C of E Primary School for Reception. You will need to apply to the Local Authority in the normal way during the appropriate period for a place in the school's Reception Class even if your child is currently attending the FSU. Admission to the school at Reception is in accordance with the school's own separate Admissions Policy.

Criteria for Admission into the FSU

The FSU use the following criteria when prioritising applications. These are the same as the criteria used for the school and are reviewed annually in consultation with the Local Authority and Diocese. Please note that these criteria may change from year to year and parents are advised to check the school website or ask in the school office for the criteria that apply for the time of admission of their child.

ECHP's and Statements of SEN

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school FSU will be admitted. This will reduce the number of places available to other children accordingly. For In Year admissions, the child will be admitted whether or not we have reached the agreed AL for the Year Group.

Where we receive more applications than the number of places available - the Annual Limit (AL) - the Executive Head and/or the Head of School (Feniton), together with the FSU Co-ordinator and the FSU Administration Assistant will prioritise applications using the following criteria:

- 1. Looked After Children or those who were looked after but ceased to be so because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
- 2. Children with an exceptional medical or social need to attend this setting is demonstrated.**
- 3. Children who live in the school's designated area, with a sibling on roll at the school at application.**
- 4. Other children who live in the school's designated area.**

5. **Children who live outside the school's designated area, with a sibling on roll at the school at application.**
6. **Children who live outside the school's designated area, with an active Christian commitment or whose parents have an active Christian commitment.**
7. **Other children.**

Notes to Oversubscription Criteria

- a) A School Supplementary Information Form (SIF) will be available to applicants to provide evidence of faith for criterion 6. This should be returned to the FSU along with the application. Applications without a SIF will be considered without reference to priority on faith grounds.
- b) Tie-breaker: if it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the FSU measured as a direct line from the entrance of the residential dwelling, to the School's yellow establishment marker as plotted on Devon County Council's Geographical Information System (GIS) with children closer to the school having a priority for admission.
- c) Further Tie-breaker: if the tie-breaker at b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the FSU by the operation of an electronic random number generator. This may be in the presence of another FSU representative.
- d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative Early Years establishment with sufficient vacancies to accommodate both or all of the multiple birth siblings.
- e) Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation. This is not a guarantee of admission as it may be there is insufficient space in the classroom to admit another child, even one who is a permitted exception to Key Stage One class size limits.
- f) Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.
- g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the FSU.
- h) For normal round admissions, the term "at application" means at the closing date for applications as set out above.
- i) For children of UK service personnel and other Crown Servants the FSU will consider a family posted to the area as meeting residence criteria for the designated area even if a residential

address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

- j) Evidence of exceptional medical or social need will be considered according to the Protocol below.

Definitions will be those of the school unless detailed in this policy.

Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order (see the Children Act 1989 section 8 as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (Children Act section 14A).
Christian commitment	Regularly attends a church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England. By regularly attend we mean attend church at least monthly for at least a year immediately prior to the point of application. This can be completed by completing our SIF
Designated Area	The geographical area served by the School. It is sometimes called the 'catchment' area. You should note that living within the designated area does not guarantee a place. The School's designated area can be found at www.devon.gov.uk/schoolareamaps .
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans or EHCP	Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or AL for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional independent of the family).
Fair Access	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to

Protocol	<p>access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.</p> <p>For primary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed AL where possible. This does not provide additional spaces for children who already have a local school place.</p>
GIS	<p>Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at www.devon.gov.uk/schoolareamaps.</p>
Home Address	<p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p> <p>We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.</p>
Parent	<p>A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p>
Service Families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p>

Sibling	<p>This will be any child living in the same household as part of a single family unit. It will also include a full, adopted or half brother or sister living at a different address.</p> <p>A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p>
Statement of SEN	<p>A Statement of Special Educational Needs was a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.</p>
Supplementary Information Form or SIF	<p>A form in addition to the application form from the School. It is used to collect information which is necessary only to apply the school's oversubscription criteria. Not all parents will need to complete this form. Applications without a SIF will be considered without reference to priority on faith grounds.</p>

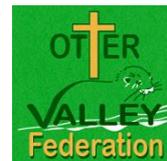
Contacts and Further Information

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Feniton Church of England Primary School Foundation Stage Unit



Admission of children with

Exceptional Medical or Social Need

1. Background

- 1.1 As part of the Admission process operated by the FSU, parents of primary age children will be invited to express preference for the FSU or Early Years Establishment they would like their child to attend, together with reasons for preference on the Application Form.
- 1.2 In a small number of cases, a preference for Feniton FSU will be because a parent feels there is 'exceptional medical or social need' for their child to attend the School and not another school.
- 1.3 The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, exceptional need could include:
 - A serious medical condition, which can be supported by medical evidence;
 - The death of a parent associated with another school;
 - Significant caring responsibilities which can be supported by Social Services;
 - Where one or both parents or the child has a disability that may make travel to an FSU or Early Years Establishment further away more difficult.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- 1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend our school can be demonstrated before applications are prioritised and processed.
- 1.5 It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to this FSU.

2. Practice

- 2.1 Where a parent cites exceptional need, or where we feel the reasons given by a parent for preferring the School on their application form could be considered as such, the protocol will apply.
- 2.2 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to the FSU.

3. Admissions in the Normal Round

- 3.1 Application forms that indicate exceptional need will be discussed with the FSU. Further information may be sought from the applicant if necessary.

- 3.2 If the FSU accepts that exceptional need has been demonstrated, the application is considered to meet our oversubscription criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission at normal intake into the FSU.
- 3.3 Where the School does not agree that the need is exceptional, the application will be prioritised according to the FSU over-subscription criteria and a place if available will be offered under that subscription criteria.
- 3.4 Where we do not agree that the need is exceptional and a place here under the normal subscription criteria is refused, the parent will have a right of appeal to the Governing Body.
- 3.5 Where we do not agree that need is exceptional, and a place here is refused the parent will be able to provide further information for our consideration.