



## **Admissions Policy**

Date	Review Date	Lead
<b>September 2016</b>	<b>September 2017</b>	<b>Karen Wakefield</b>

## POLICY FOR ADMISSIONS

### Admission to Full-Time School

At Havercroft Academy, we follow the Wakefield Council Admissions policy. For a full time school place for your child, please enrol through the central admissions office on 01924 305617. More details about this can be found on the Wakefield School Admissions policy.

The schools admission number is 30 pupils per class.

### Admission to Nursery

The school is responsible for part-time admissions to the school's Early Years Foundation Stage and have agreed to follow the Early Years Part-time Admissions Policy set by Wakefield Local Authority.

Havercroft Academy has a 30 place nursery. Currently children are admitted for 5 mornings, but if demand requires it we can also offer 5 afternoons. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Head teacher.

### Allocating Part-time Places

The application period for a part-time nursery place runs from November until the end of February each year. All applications received up to and including this date will then be considered following the criteria in the Wakefield Local Authority Early Year's Part –Time Admissions Policy. Should you wish to apply for a part-time place for your child in our Nursery, parents should call in to collect or ring to request an application form which must be completed and returned before the application period ends.

Parents will then be informed in writing within 2 weeks of the application period ending of whether their child has been given a place and their term of starting nursery and details of FEET (Families Enjoying Everything Together) workshops you may attend with your child prior to starting.

### Part-Time Admission Dates

Children can be admitted to our Nursery in the term following their 3<sup>rd</sup> birthday. Part-time admission dates are:

<b>Three Year Olds Born Between</b>	<b>Month of Part-time Admission</b>	<b>Term of Part-time Admission</b>
1 April – 31 August	September	Autumn
1 September – 31 December	January	Spring
1 January – 31 March	After Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

If we receive more applications than places available then children will be admitted following the Wakefield LA Part-Time Admissions Criteria.

1. Children undergoing special educational needs statutory assessment or with a statement of special educational needs or Education Health and Care Plan (which names the school);
2. Looked after children and all previously looked after children (see definition under explanatory notes);
3. Children who live in the school's catchment area, who have brothers or sisters attending the school at the time of admission;
4. Other children who live in the school's catchment area;
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;

Applications received after the specified closing date will only be considered after all other applications have been dealt with and children of late applications will be placed on a waiting list in the order in which they appear following the 'Part time Admissions Criteria'.

It is the responsibility of the parent/carer to ensure you have received the application form.