

THE QUEENSWELL FEDERATION

ADMISSIONS POLICY

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RATIONALE

Starting school, or moving from one to another, is a big step for children & families. It can be an exciting time, but also worrying and stressful. Our admissions policy sets out clear procedures for the admission of children into our Federation that will help us establish a partnership with parents/ carers and enable children to settle easily and quickly into school. We want to acknowledge the vital contribution parents/ carers make to their child's education and aim to keep parents/ carers informed of our procedures. We want to establish a trust between us, leading all to become part of our friendly Federation community.

EQUALITIES

We believe it is the right of all parents and carers and their children, regardless of their gender, ethnicity, religion, sexuality, physical disability, ability or linguistic, cultural or home background, to be included in all aspects of school life, have access to Federation information and participate in all activities. This includes participating in all meetings pertaining to admissions and documentation regarding the admissions process. We will:

- Comply with the School Admissions New Code of Practice 2014 that is available at www.education.gov.uk/schools to ensure equity and fair access.
- Consider the need for an interpreter to assist with liaison between home and school during the admissions process.
- Be sensitive when requesting documentation or evidence of date of birth. It is recognised that some cultures calculate age using a different system and it is important to take care when allocating children to a year group.
- Provide this policy in audio or large print version for those who request it.

AIMS

- To ensure that parents and carers are fully informed about the admissions process.
- To enable the school to properly prepare for the admission of children to all classes.
- To ensure that the school properly provides and cares for those children admitted to school on a 'casual' basis (i.e. In-Year Admissions).
- To facilitate the gathering of as much relevant information as possible to ensure the admission is properly planned for and appropriate provision made for each child in the first days of school.
- To ensure that the Federation's expectations are made clear to parents and carers.
- To ensure equity and fair access for all parents, carers and children.
- Increase opportunities for parental choice, respond to parental representations, and improve community cohesion.

- To make the admission arrangements straightforward, transparent and easy to understand.
- To make clear the school's criteria for admissions and oversubscription.

IMPLEMENTATION

Pre-Application Visit

Before making an application for a place at the school, parents and carers will be offered an appointment to visit the school(s). If requested, separate appointments will be made for individual families to allow sufficient time for questions and discussion that maintains confidentiality. Otherwise, a group of parents/carers will be shown around the school. During the visit the parents and carers will be shown around by a member of staff and will be invited to:

1. Walk around the main areas of the school(s) (hall, library, dining room, playground) and will visit some classes in the school(s) (usually one from each age group).
2. Discuss the Federation aims, equalities and behaviour management policies.
3. Be informed about the procedures for admission.
4. Take a Federation prospectus for future reference.

ADMISSIONS CRITERIA

The Federation follows the recommendations for admissions as set out by the London Borough of Barnet in their document titled 'A guide to Primary Education in Barnet'. Hard copies are available from the Federation or the Local Authority upon request. Alternatively, they can be downloaded from the Barnet website at www.barnet.gov.uk

Admissions to Pre-School

Currently the pre-school has 12 spaces. Children are admitted in the term after their second birthday. We will offer a limited number of free places to eligible families as well as paid places. Eligibility criteria for FEE2 can be found at www.gov.uk/childcare-calculator.

We admit children into pre-school gradually at the beginning of the academic year in groups of no more than four at a time (September/October) and intend that all children are settled into our nursery by the end of the Autumn term.

Where applications for places exceed the number of places available, places will be offered according to the criteria below (see admissions to Foundation 1)

Admissions to Foundation 1 (Nursery):

Currently, the Nursery has 52 part-time places for children aged over 3 years old, who are all entitled to 15 hours of free nursery education each week. However, we offer 16 hours free each week. We also offer a limited number of full-time places (either through entitlement to the Government's free 30 hours provision or on a private, fee-paying basis) for children currently registered at the nursery. (See Appendix 2)

We routinely offer places to those children who are 3 years old before the September of their admission. If there are insufficient children in this age-group, then vacancies are filled according to the criteria below with children who have reached the age of three by the time of their admission.

We admit children into the nursery gradually at the beginning of the academic year (September/October) and intend that all children are settled into our nursery by the end

of the Autumn term. Parents and carers are notified of the decision to offer a place during March for September admission. For admission to our nursery, parents and carers are advised to apply to the Head Of School after their child's second birthday. The Federation does not accept applications before this time.

Parents or carers will be asked to complete an application form on which they should give details of any special needs the child or family may have. Offers of nursery places will then be made by the school.

Where applications for places exceed the number of places available, places will be offered according to the following criteria as set out by Barnet Local Authority:

1. Children who are 'looked after' by a local authority.
2. Children assessed by the local authority as being in need according to the terms of the Children Act 1989 or as having special educational needs likely to result in a statement under the Education Act 2011, where the assessment concludes that their needs would be best met by that school.

Note: Applications in the above categories will only be considered if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. The medical condition of parents or carers or other family members, or difficulties with childcare arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

3. Children who were 3 by 31st August and attended our pre-school will be given priority for entry to our Nursery. Children attending our pre-school will be required to move to our F1 nursery the term following their 3rd birthday, providing that there are spaces available. Children who are attending our pre-school that turn 3 may stay in the pre-school past their 3rd birthday (when spaces are still available in F1 nursery), ONLY if there have been relevant needs identified by the school.
4. Children who, at the time of admission, have a brother or sister (living at the same address) in the Federation. Siblings would include half, step, adoptive or foster siblings provided they live at the same address as the applicant.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line from the child's front door to the main gates of the school.
6. Children living within the London Borough of Barnet but outside the individual school's defined area, with priority given to those living closest to the school when measuring distance in a straight line from the child's front door to the main gates of the school.
7. Any remaining places to be offered to children living outside the Borough on a geographical basis giving priority to those who live closest to the school when measuring distance in a straight line.
8. If there are insufficient places available to offer to all pupils in a particular category, the remaining categories in the list are applied in order.

Admission arrangements for Foundation 2 (Reception):

A maximum of 60 places can be offered for the F2 classes whose 5th birthday falls within that academic year.

Admission to Foundation 2 is handled by the Local Authority Admissions Team who will send to each parent or carer information on how to apply on line during the Autumn term. An on-line application must be completed for each child. Up to **six** Barnet schools may be named and separately ranked, 1st, 2nd and 3rd and so on. The on-line application must be sent to Barnet Local Authority by the stated date. An application must be submitted even if the child already attends a nursery class at the school. Further information can be found at www.barnet.gov.uk/school-admissions. If parents/carers are unable to apply on line, or if they have any other queries, they can contact the Admissions Team on 020 8359 7651 or by email at school.admissions@barnet.gov.uk

All named schools on the application will be processed as **equal preferences** and the ranking will be considered only if more than one offer is possible and in that case the offer at the school with the highest ranking will be made to the parents. The scheme for the co-ordination of primary admissions for September can be obtained from the Federation Office or the School Admissions website.

Parents of children with an **Educational Health Care Plans (EHCP)** will also be asked to express their preference for primary schools in a separate but parallel process. The preferred school(s) will be consulted individually about their ability to meet the child's particular needs and, following these negotiations, the school that will be named on the child's Statement or EHCP will be identified. When making decisions about the school to be named, the Local Authority must ensure provision that is compatible with the efficient education of the other children with whom the child with special educational needs would be educated. However, all reasonable steps that the school and the Local Authority could take to prevent incompatibility will be considered before a decision is taken not to name a preferred school on a Statement of Special Educational Needs or EHCP. The Local Authority will apply the admission criteria for all applications to Barnet community schools and identify the potential offers.

The Local Authority will make a single offer of a school. Parents must accept or reject the place they have been offered and, where relevant may join waiting lists of preferred schools. Parents who have not received an offer at any school will be provided with information about all schools with vacancies (or with short waiting lists).

It is expected that some parents will also receive offers from neighbouring authorities or from the independent sector and will therefore reject their offer from Barnet Local Authority. This will create a small number of vacancies in some schools. Further offers will be made as they arise, for places at community schools, by the Local Authority. Places will be offered on to those on the waiting lists, in accordance with the relevant admission criteria.

The waiting lists will include late applicants who qualify under the admission criteria but have recently moved so their application had not been considered previously.

Where applications for places exceed the number of places available, places will be offered according to the following criteria as set out by Barnet Local Authority:

1. Children who are 'looked after' by a local authority under the provision of the Children Act 1989.
2. Other children whom the Education & Skills Director accepts have an exceptional medical, social or exceptional need that the school is particularly able to meet.

Note: Applications in this category will be considered only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the particular school. The medical condition of parents or other family members, or difficulties with child care arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

3. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked Junior school. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant but would not include a sibling attending our Nursery.

4. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line. Distances are measured between the front door of the child's home and the main gates.

A map showing a school's defined area can be requested from the Admissions Team on 020 8359 7651.

Admissions Criteria Into Year 3

Queenswell Junior School follows the Local Authority (Barnet)'s recommendations for admissions.

Our desired number for each class is 30, therefore the school's maximum number is 270.

Although almost all pupils will transfer from Year 2 of Queenswell Infant School into Year 3 of the Junior School, a formal admission procedure is required.

Parents with pupils in Year 2 will be asked to complete (from December) a Common Application Form (CAF) (before the end of January) for transfer to the Junior School in the following September. This form will be provided online to complete. Although it is anticipated that most parents will only want to apply for a place at Queenswell Junior School they could also apply to other schools in the primary sector. Offers for Year 3 places in the Junior School will be posted to parents by the Local Authority (Barnet) by May. Parents/carers of children accepted into the school will be required to complete the relevant paperwork specific to the school.

Offers of places at either school will be made unless the number of applicants for the school exceeds the relevant admission limit(s). When the school is oversubscribed, the following criteria would be applied, in order, to allocate the places available:

1. Children without a local school place who are 'looked after' by a local authority under the provision of the Children Act 1989.
2. Children who, when the applications are processed, attend the linked Infant School.
3. Children whom the Director of Children's Service accepts have an exceptional medical, social or exceptional need that the school is particularly able to meet.

Note: Applications in this category will be considered only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the school. The medical condition of parents or other family members, or difficulties with child care arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

4. Children who live within the school's defined area and who are without a school place because they have moved.

5. Children who, at the time of admission, have a sibling living at the same address who already attends either Queenswell school. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.

6. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line.

7. Children living outside the individual school's defined area, with priority given to those living closest to the school when measuring distance in a straight line. Distances are measured between the front door of the child's home and the main school gate.

In-Year (Casual) Admissions

All in-year admissions must go through the Local Authority; the school cannot accept children without notification from them. Parents/carers will complete ONE Common Application Form (CAF – link attached to this policy) provided by the council in which you live. The Local Authority (Barnet) will deal with all applications and inform parents/carers if they are successful in gaining a place.

The admission number for Foundation 2, Year 1-5 is 60 in each of these year groups. The admission number for years 6 is 90 in this year group.

- If you live in Barnet you should complete the enclosed form;
- If you live outside Barnet, you must obtain an application form from the council where you live
- Places will be allocated by the LOCAL AUTHORITY (BARNET) and communicated to the school via SAM (School Admission Module)

Waiting Lists

- If the LOCAL AUTHORITY (BARNET) is not able to offer a place at The Queenswell Federation, they will add your child's name to the waiting list;
- Waiting lists are ranked according to the schools' oversubscription criteria;
- The length of time spent on a waiting list is not considered;
- Your child's position on a waiting list can go up or down;
- If a vacancy arises and your child is at the top of a waiting list we will contact you

Appeals

Although parents whose children are not offered a Reception or year 3 place at The Queenswell Federation will have the right of appeal to an independent committee at the Local Authority if that is still their preferred choice, an appeal can only be upheld if the committee is satisfied that:

- i) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case, or
- ii) the child would have been offered a place at the school if the admission arrangements had been properly implemented.

- No places are reserved for successful appeals so this means that any appeals allowed will increase the school's intake over their admission limit;
- Each case is decided on individual merit although only **exceptional** circumstances are likely to lead to a successful appeal;

Oversubscription criteria

If there are more applications than there are places available, the Local Authority must apply its oversubscription criteria in order to decide who should have a place

The criteria are listed in order of priority

1. Children who are in the care of a local authority under the provision of the Children Act 1989;
2. Children without a school place who the Director of Children's Service accepts have an exceptional need which the school is particularly able to meet;
3. Children who live within the school's associated geographical area and who are without a school place because they have moved;
4. Children who have already been a pupil at the school;
5. Children who, at the time of admission, have a sibling living at the same address who is a pupil at the school or who has been offered a place at the school, or at Queenswell Infant School;
6. Children living within the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line;
7. Remaining places are offered to children living outside the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line. Distances are measured between the front door of the child's home and the main school gate

Tie Breaker – distance will be used as a tie-breaker within each category

Final Tie Breaker – applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly

Applications made on behalf of twins or triplets - When the over-subscription criteria are applied to applications made on behalf of twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

Managed Moves

Where the parents/carers and the school recognise significant pupil behaviour issues which are moving towards a permanent exclusion, this should become a managed move & the relevant protocol must be followed involving full co-operation between the schools.

No child with significant behaviour issues and at risk of permanent exclusion should be encouraged to seek a place at another school without following the managed move protocol. It is essential for the child's benefit that a receiving school is aware of the child's difficulties so that it is able to provide the necessary support to enable them to make a 'fresh start'.

Children with EHCP plans

Parents/carers of children with EHCP plans must apply to the SEN Panel at the Local Authority (Barnet).

Poor attendance

Where the parents/carers and the school recognise there are significant issues relating to poor pupil attendance, this is not a managed move. However, it is essential that the receiving school is made aware of the attendance issues immediately after offering a place, and sooner if asked. To ensure these issues can be addressed from the start.

Fair Access – All local authorities have a 'Fair Access protocol' to ensure that children without a school place, especially the most vulnerable and those with challenging behaviour, are offered places at suitable schools as quickly as possible. School places are offered in a way that ensures that children are shared between schools and no individual school takes a disproportionate number of children under the protocol.

Moving pupils just prior to the October census

Where the school has a waiting list of pupils and a place becomes available, the school must offer that place to a pupil in their waiting list as and when a vacancy occurs and not delay until just prior to the annual census in October. The loss of a pupil immediately prior to the October census has important financial consequences for the present school.

Admissions Procedure

It is highly recommended that parents/carers with child/ren visit the school prior to accepting a place. During this visit, with the delegated member of staff, it is hoped to exchange as much information as possible about the child – for example, how the child/ren settled into the previous school, what the child/ren particularly likes about school and any information regarding the child's progress. We would particularly like to receive any available records the previous school has passed on. We will also tell parents/carers about our school, our aims, our behaviour management policy, timings and our commitment to equalities. We will ensure parents/carers are given a school prospectus. Other professionals in the school may be involved during this visit such as the SENCO (Special Educational Needs Co-ordinator), EAL teacher (English As An Additional Language) or Pupil Support if it is appropriate. At this visit, parents/carers will be directed to the Admissions Team at the Local Authority (Barnet) and given the CAF. The start date will depend upon how quickly the LA respond and whether there are spaces.

On the start day, new children must be brought to the office in school uniform at the start of the school day where they will be allocated a class. Parents/carers have an opportunity to locate the classroom and meet the class teacher briefly at this time. The delegated member of

staff will also ensure that all necessary forms have been completed. Children who do not have the necessary forms will not be admitted at this time.

We hope this admissions process enables children to have a relaxed, secure and enjoyable introduction to our school. We therefore regard it as essential to monitor our policy to ensure it is working effectively. We welcome any comments regarding the information we provide and the settling in of children. Most of all, we look forward to getting to know all new members of the school community and working with all parties to enable all children to take full advantage of all our Federation has to offer.

Related Policies

Transitions Policy KS1 to KS2

New Pupil Policy

Website

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions.html>

APPENDIX 1

SUMMARY OF OUR ADMISSIONS POLICY FOR FOUNDATION 1 (NURSERY) ADMISSION

Thank you for enquiring about applying for your child in our F1 class (Nursery). We hope this summary will make clear the procedures for applying for a place. If you would like further information please contact the School – we would be pleased to answer your queries and would be proud to show you around F1.

RATIONALE

Starting school is a big step for both you and your children. It can be an exciting time, but also worrying and stressful. We hope our admissions policy sets out clear procedures for the admission of children into F1 that is fair and that helps us establish a good partnership with families. We also hope that it allows us to help children and families settle easily and quickly into F1. We want to acknowledge the vital contribution you make to your child's education and keep you well informed of our procedures. We want parents and carers to trust the school and feel they're part of a friendly school community.

EQUAL OPPORTUNITIES AND INCLUSION

We believe that it is the right of all parents and carers and their children, regardless of their gender, ethnicity, religion, race, belief, cultural or home background, sexual orientation or gender reassignment, special educational need or linguistic ability to be included in all aspects of school life. We endeavour to ensure that they have equal access to information and are able to participate in all activities. This includes participating in all meetings pertaining to admissions and documentation regarding the admissions process.

The school follows the recommendations for admissions as set out by the London Borough of Barnet.

Admissions for part-time places in Foundation 1 (Nursery):

Currently the Nursery has 52 part-time places for children aged over 3 years old, and offers a limited number of full-time places (on a private, fee-paying basis) for children currently registered at the nursery. We routinely offer places to those children who are 3 years old before the September of their admission. If there are insufficient children in this age-group, then vacancies are filled according to the criteria below with children who have reached the age of three by the time of their admission.

We admit children into the nursery gradually at the beginning of the academic year (September/October) and intend that all children are settled into our nursery by the end of the Autumn term. Parents and carers are notified of the decision to offer a place during April for September admission. For admission to our nursery parents and carers are advised to apply to the Head Of School after their child's second birthday. The school does not accept applications before this time.

Parents or carers will be asked to complete an application form on which they should give details of any special needs the child or family may have. Offers of nursery places will then be made by the school.

Where applications for places exceed the number of places available, places will be offered according to the following criteria as set out by Barnet Local Authority:

1. Children who are 'looked after' by a local authority.
2. Children assessed by the local authority as being in need according to the terms of the Children Act 1989 or as having special educational needs likely to result in a statement under the Education Act 2011, where the assessment concludes that their needs would be best met by that school.

Note: Applications in the above categories will only be considered if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. The medical condition of parents or carers or other family members, or difficulties with childcare arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

3. Children who were 3 by 31st August and attended our pre-school – will be given priority for entry to our Nursery.
4. Children who, at the time of admission, have a brother or sister (living at the same address) in the school, or in the linked junior school. Siblings would include half, step, adoptive or foster siblings provided they live at the same address as the applicant.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line from the child's front door to the main gates of the school.
6. Children living within the London Borough of Barnet but outside the individual school's defined area, with priority given to those living closest to the school when measuring distance in a straight line from the child's front door to the main gates of the school.
7. Any remaining places to be offered to children living outside the Borough on a geographical basis giving priority to those who live closest to the school when measuring distance in a straight line.
8. If there are insufficient places available to offer to all pupils in a particular category, the remaining categories in the list are applied in order.

Applications on behalf of twins or triplets: If only one Nursery place is available, children will be considered in alphabetical order and places will be offered accordingly. The remaining child(ren) would remain on the waiting list and would have priority should any vacancies arise in Nursery.

A map showing the school's defined area can be requested from the Local Authority Admissions Team on 020 8359 7651.

If there are insufficient places available to offer to all pupils in a particular category, the remaining categories in the list are applied in order. We would like to remind you that children may only attend one Local Authority funded nursery. It is also our view that attending other day care facilities in the morning before the afternoon nursery session, may have a detrimental effect upon your child. Young children can become confused easily by having to learn two sets of routines and rules, as well as two teams of staff and classes of children!

Parents whose child is not offered a full or part-time place will be held on a waiting list for consideration if any vacancies arise. When vacancies do occur, everyone on the list is considered and the places are offered according to the relevant criteria. Should a place not be available and you wish to leave your application with the School, the admissions criteria will be applied when a vacancy arises. We should be grateful if you would let us know if you have, in the meantime, secured a place at an alternative Early Years setting and no longer require a place.

Admissions Procedure

September/October admissions:

Once you have been offered and accepted a place for your child, you and your child will be invited to visit the nursery. We will also invite you to an evening meeting in the Summer term preceding your child's entry into Nursery. During the evening you will be able to visit the nursery, have an opportunity to meet with members of the nursery staff team and arrange a suitable time for a home visit. You will also be informed of the starting date and settling in arrangements for your child.

Admissions at other times during the academic year:

Once you have been offered and accepted a place for your child, you will be informed of the starting date and settling in arrangement for your child.

We hope this admissions process enables your child to have a relaxed, secure and enjoyable introduction to our School. We therefore regard it as essential to monitor our policy to ensure it is working effectively. We would welcome any comments you have regarding the information we provide and the settling in for your child or children.

Most of all we look forward to getting to know you and your child and working with you to enable your child to take full advantage of all our School has to offer. A full copy of our admissions policy is available upon request from the school.

APPENDIX 2

Terms and Conditions for the Free 30 hours provision for working parents and payment of Extended Day Nursery Placement 2022-2023

General

Free Entitlement to 15 hours childcare per week

The government funds each nursery age child (aged 3+) fifteen hours free childcare. At Queenswell, we offer **sixteen** hours free education (childcare) to each nursery child. This is provided as follows: 9.00am-11.30am four days a week and 9.00am-3.00pm one day a week

OR

12.30pm-3.00pm four days a week and 9.00am-3.00pm one day a week

Eligibility rules for 30 hours free childcare:

- Your child will be aged 3 or 4 when the scheme starts in September 2019
- Both parents must be working - or the sole parent is working in a lone parent family
- Minimum requirement: Each parent must be earning, on average, a weekly minimum **equivalent** to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) *
- Maximum income for each parent must be less than £100,000

* Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate (the rate varies dependent on your age). This includes those parents on zero contract hours who meet the criteria.

In order to qualify for the 30 hours free childcare, you will need to:

- register at <https://childcare-support.tax.service.gov.uk/moreinfopar/2>
- provide the school with your qualification number
- re register with the government website each term
- provide the school with your new qualification number.

If you do qualify and would like to take up the option of your free 30 hours at Queenswell Nursery School please complete the declaration on page 3.

If you do not qualify for the free 30 hours and would like to pay for our extended nursery provisions please see below.

Extended Day Places

Limited Extended Day places are offered subject to availability

- The definition of 'Extended Day' as described in these terms and conditions is 'the extra hours which extend the nursery day to 9.00am-3.00pm on the days when the nursery is open as normal'.

There is a charge for the Extended Day service (see overleaf for details).

- Extended days are only available to children who are registered in the nursery.
- A receipt will be given for all monies collected.
- Any parent/carer wishing to book a place for their child that will be funded by their college, social services, etc. will have to provide proof of this **before** the place can be reserved. Please also ensure that these institutions are aware that the standard rate (see box overleaf) will be charged in **all** these cases without exception.

Standard Rate

- Parents/carers may request occasional attendance at extended day nursery for their child, subject to availability. Occasional attendance may only be booked up to two weeks in advance. Payment (at the standard rate) will be required on booking and is not refundable (but may be transferred see * below).

Discounted Rate

- Parents/Carers will be able to reserve discounted places by paying a **non-refundable £100 deposit** by the cut-off date as stated in the offer letter. Should the places be oversubscribed, priority will be given to parents wishing to book the full week. Thereafter, priority will be given in the following order: to those booking three, then two and then one extended session per week. Following this cut-off date, any remaining places will be allocated on a first-come-first-served basis. **The £100 deposit will be deducted from the final invoice as long as the account has been paid promptly and according to these Terms & Conditions. However, should you later decide not to take up the offer of the extended place, or decide to leave without giving the required notice, then this deposit will NOT be refunded.**
- Payment of invoices may be made in two equal instalments but must be made by the dates stated on the invoice. Failure to pay by the requested dates will result in withdrawal of the extended day place and the standard rate will be applicable for any sessions already taken. The child will be able to re-commence extended day sessions only once payment is made in full and only if the space is still available.
- Payments will **not** be refunded if a child is ill or does not attend Nursery for any reason.
- Should the school be closed for an exceptional reason (e.g. lack of heating) a refund for that day will be made by the school by deducting the amount from the next invoice.
- **Parents/carers must inform the school at least 5 weeks before the new half-term if they no longer require the full-day sessions or they will be liable for the full payment.**
- Parents/carers must either provide their child with a packed lunch (no nut products or fizzy drinks please), or purchase a cooked school dinner for £2.25 per meal, payable in advance. Once a child has been offered an extended day place this place will remain available to that child until they leave Nursery or these Terms and Conditions are breached.
- Children who join the Nursery during a half-term can take up the option of permanent extended- day placement providing sessions are available. Payment for the remainder of that half term will be required before the child starts extended day Nursery.

Rates for 2022/2023 are:

Extended Day Standard Rate	£26.00 per session.	This rate applies to all occasional bookings and any payments not covered below. (e.g. colleges, social services payments, etc).
Extended Day Discounted Rate	£22.00 per session.	This rate is only available to parents of children staying for between one and four extended days per week who pay personally or by Childcare Voucher . All sessions must be booked and paid for half-termly in advance.

I have read, understood and agree to these Terms and Conditions.

Signed: parent/carer Date:

Print name: Child's name:

Free 30 hours Nursery Provision

I/we declare that I/we qualify for the government's free 30 hours childcare as per the qualification criteria stated on the government website <https://childcare-support.tax.service.gov.uk/moreinfo/par/2>

- I agree to check my qualification status at the beginning of each term and advise the school of my qualification reference number.
- I agree to advise the school immediately of any change in my qualifying status.
- I understand that if I lose my qualifying status the school has the right to charge me for the extra 15 hours childcare or withdraw my extra 15 hours free childcare
- In the event of charges being introduced for my child's extra 15 hours childcare the Terms and Conditions as stated for the Extended Day Places on page 1 will apply.

Child's name Entitlement reference number

Signature.....Parent/Carer 1 Date Print
Name.....

Signature.....Parent/Carer 2 DatePrint
Name.....

APPENDIX 3

SUMMARY OF OUR ADMISSIONS POLICY FOR FOUNDATION 2 (RECEPTION) AND YEAR 3 ADMISSIONS

Thank you for enquiring about a place for your child in our School. We hope this summary will make clear the procedures for applying for a place. If you would like further information please telephone the School – we would be pleased to answer your queries and proud to show you our School.

RATIONALE

Starting school is a big step for both you and your children. It can be an exciting time, but also worrying and stressful. We hope our admissions policy sets out clear procedures for the admission of children into our School that will help us establish a partnership with you and enable your child settle easily and quickly into School. We want to acknowledge the vital contribution you make to your child’s education and keep you well informed of our procedures. We want to establish a trust between us and hope you soon feel part of our friendly School community.

EQUAL OPPORTUNITIES AND INCLUSION

We believe it is the right of all parents and carers and their children, regardless of their special educational needs or abilities, gender, ethnicity, religion, sexuality, or linguistic, cultural or home background, to be included in all aspects of School life, have access to School information and participate in all activities. This includes participating in all meetings pertaining to admissions and documentation regarding the admissions process.

The school follows the Local Authority’s recommendations for admissions.

A maximum of 60 places can be offered for the F2 classes whose 5th birthday falls within that academic year. A maximum of 60 places can be offered for the Year 3 classes whose 8th birthday falls within that academic year.

Admission to Foundation 2 and Year 3 is handled by the Local Authority Admissions Team who will send to each parent or carer information on how to apply on line during the Autumn term. An on-line application must be completed for each child. Up to six Barnet schools may be named and separately ranked, 1st, 2nd and 3rd and so on. The on-line application must be sent to Barnet Local Authority by the stated date. An application must be submitted even if the child already attends a nursery class at the school. Further information can be found at www.barnet.gov.uk/school-admissions. If parents/carers are unable to apply on line, or if they have any other queries, they can contact the Admissions Team on 020 8359 7651 or by email at school.admissions@barnet.gov.uk

The **Local Authority will make a single offer of a school**. Parents must accept or reject the place they have been offered and, where relevant may join waiting lists of preferred schools.

Parents who have not received an offer at any school will be provided with information about all schools with vacancies (or with short waiting lists).

Where applications for places exceed the number of places available, places will be offered according to the following criteria as set out by Barnet Local Authority:

1. Children who are 'looked after' by a local authority under the provision of the Children Act 1989.
2. Other children whom the Education & Skills Director accepts have an exceptional medical, social or exceptional need that the school is particularly able to meet.

Note: Applications in this category will be considered only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the particular school. The medical condition of parents or other family members, or difficulties with child care arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

3. Children who, at the time of admission, have a sibling living at the same address who already attends the Federation. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant but would not include a sibling attending our Nursery.
4. Children living outside the individual school's defined area, with priority given to those living closest to the school when measuring distance in a straight line. Distances are measured between the front door of the child's home and the main school gates.

Applications on behalf of Twins or Triplets - If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Community schools will be asked to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation.

All the children are admitted into F2 in the Autumn term, with staggered intake over the first week of term. Although most children start all day, some children begin with mornings only and the school day is gradually lengthened until they are fully settled. Children admitted into year 3 start immediately on the first day of the Autumn Term.

Parents of other children not originally offered a place are asked by the Admissions team to indicate whether they would still be interested in a place should subsequent vacancies occur and a waiting list will be maintained accordingly. When vacancies do occur everyone on the waiting list is considered and the places are offered by the Admissions team according to the above criteria.

Vacancies continue to be offered to children on a waiting list as they arise. (A vacancy does not arise unless the number of pupils for admission falls below the published number to admit – for Queenswell Infant and Nursery School this figure is 90).

Admissions Procedure

Once you have been offered and accepted a place for your child, you will be invited to a meeting late in the summer term preceding the academic year of your child's entry into School. During the evening you will be able to visit your child's classroom, have an opportunity to speak with the class teacher and arrange a suitable time for the home visit, if applying for Foundation 2. You will also be informed of the starting date.

You will also receive a welcome pack which contains additional information about our policies and procedures. We hope you will find this additional information useful and very much hope that, in particular, you will sign and return the home-school agreement.

We hope this admissions process enables your child to have a relaxed, secure and enjoyable introduction to our Federation. We therefore regard it as essential to monitor our policy to ensure it is working effectively. We would welcome any comments you have regarding the information we provide and the settling in of your children.

Most of all we look forward to getting to know you and your child and working with you to enable your child to take full advantage of all our Federation has to offer.

APPENDIX 4

SUMMARY OF OUR ADMISSIONS POLICY FOR IN-YEAR ADMISSIONS

Thank you for enquiring about applying for a place for your child in our Federation. We hope this summary will make clear the procedures for applying for a place. If you would like further information please telephone the Federation – we would be pleased to answer your queries and proud to show you our schools.

RATIONALE

Starting school, or moving from one school to another, is a big step for both you and your children. It can be an exciting time, but also worrying and stressful. We hope our admissions policy sets out clear procedures for the admission of children into our Federation that will help us establish a partnership with you and enable your child settle easily and quickly into school. We want to acknowledge the vital contribution you make to your child's education and keep you well informed of our procedures. We want to establish a trust between us and hope you soon feel part of our friendly Federation community.

EQUAL OPPORTUNITIES AND INCLUSION

We believe it is the right of all parents and carers and their children, regardless of their special educational needs, ability, gender, ethnicity, religion, sexuality, or linguistic, cultural or home background, to be included in all aspects of school life, have access to school information and participate in all activities. This includes participating in all meetings pertaining to admissions and documentation regarding the admissions process.

The school follows the Local Authority's recommendations for admissions. The admission number for Foundation 2, Years 1-5 is 60 in each of these year groups. The admission number for Year 6 is 90 in this year group.

The allocation of places for in-year admissions is handled by the Local Authority Admissions Team who hold waiting lists for all schools in Barnet. Parents are advised to contact the team on 020 8359 7651, email: school.admissions@barnet.gov.uk in order to obtain information on the application procedure. Further information can be found at www.barnet.gov.uk/school-admissions.

The following admissions policy is applied when vacancies occur other than at normal times for admission. Parents seeking places for their children when the school is full may add their children's names to waiting lists. These waiting lists build up over months but the length of time spent on a waiting list is not taken into account when vacancies arise. From July until the end of January in each academic year, everyone on the waiting list at the time is considered and places are offered according to the following criteria, considered in the given order:

1. Children without a local school place who are 'looked after' by a local authority under the provision of the Children Act of 1989.

2. Children without a local school place whom the Education & Skills Director accepts have an exceptional need which the school is particularly able to meet.

Note: Applications in this category will be considered only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the particular school. The medical condition of parents or other family members, or difficulties with child care arrangements because of work or other commitments would not be grounds for priority under this category. Information not provided at the time the application is submitted may not be considered at a later date.

3. Children who live within the school's defined area and who are without a school place because they have moved.

4. Children who have already been a pupil at the school.

5. Children who, at the time of admission, have a sibling living at the same address who is a pupil or who has been offered a place at the school, or at the linked junior school. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address but would not include a sibling attending our Nursery.

6. Children living within the individual school's defined area, giving priority to those who live closest to the school when distance is measured in a straight line. Distance is measured from the child's front door to the main gates of the school.

7. Remaining places are offered to children living outside the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line. Distance is measured from the child's front door to the main gates of the school.

If there are insufficient places available to offer to all pupils in a particular category, the remaining categories in the list are applied in order.

From February to the end of June in each academic year consideration will be given only to those children on the waiting list:

- i) who are without a school place at the time of application, or
- ii) for whom a transfer is considered by the head teacher of the present school or by the Education & Skills Director to be in the best interest of the child.

Applications on behalf of Twins or Triplets - If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Community schools will be asked to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation.

When the Barnet admissions team have offered you a place, please contact the school to make an appointment with the office. During this meeting we hope to exchange as much information as possible about your child – for example how your child settled into the previous school, what your child particularly likes about school and any information regarding your

child's progress. We would particularly like to receive any available records the previous school has passed on. We will also tell you about our Federation, our aims, our behaviour management policy and our commitment to Equalities. We also will discuss arrangements for lunchtime and hope to be able to show you your child's classroom, be introduced to the class teacher and look around the schools. You will also be informed of the starting date for your child.

At this meeting you will receive a welcome pack which contains additional information about our policies and procedures. We hope you will find this additional information useful.

We hope this admissions process enables your child to have a relaxed, secure and enjoyable introduction to our Federation. We therefore regard it as essential to monitor our policy to ensure it is working effectively. We would welcome any comments you have regarding the information we provide and the settling in of your children.

Most of all we look forward to getting to know you and your child and working with you to enable your child to take full advantage of all our Federation has to offer.

APPENDIX FIVE

Pre-school Application Form	KNOWN NAME
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(Name you would like your child to be called in school)

You are invited to complete this application if you are interested in a pre-school place at this school for your child. This includes parents who already have an older child in the school. You must not assume that a place has been reserved for your child because you have completed this form. **PLEASE COMPLETE IN BLOCK LETTERS USING BLACK INK.**

Please note you will be required to provide proof of your address to the school, this could be either (i) two utility bills or (ii) registration for council tax and one utility bill, in all cases showing your name and address and proof of your child's date of birth (either birth certificate or passport).

Application for Admission to: **Queenswell Pre-School**

Child's Surname _____ First Name(s) _____

Child's Address _____ Date of Birth

		20
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Post Code _____ Sex Male Female

Are there any younger children in the family? Yes No If YES Please give dates of births

Date of Birth 20 Date of Birth 20 Date of Birth 20

Name(s) of parent(s) or adult(s) with parental responsibility as defined in the Children Act 1989*

Relationship to Child	Initials	Title and Surname	Address (if different to above)	Home Tel. No.	Work/ mobile No.

Does your child have medical, social or educational needs which this school is particularly able to meet? If your child is to be considered exceptionally, you must provide a written statement from a doctor, social worker or other appropriate professional. There must be a very specific connection between your child's need and this particular school.

Please indicate by ticking in this box if you are applying under this criterion (1) and that you have supplied written statement(s) as described above for consideration.

Does your child attend a nursery or playgroup at present? Yes No Name of School _____

Does your child have brothers/sisters attending Queenswell Infants or our linked Junior school: Yes No If YES Please give details

Name Date of Birth Name Date of Birth

Are you eligible for Free Early Education for 2 year olds?*

(*Please visit <https://www.gov.uk/childcare-calculator> to check your eligibility)

Yes

No

(please continue over page)



From: the Head Of School of **Queenswell Pre-school**

To: the parent(s)/carer(s) of _____

I have received your Application Form for a place at the Pre-School and your child's name is on our waiting list. Places will be allocated according to our admissions policy. **Please keep this slip as a record of your application.**

Date

Signed

(Head Of School)

Additional Information:

If you wish, give any other reasons for wanting your child to attend this school.

Signature of parent(s) or adult(s) with parental responsibility*

Date

*Further information about the definition of adults with parental responsibility may be obtained from the school

FOR SCHOOL USE

Confirm address overleaf is correct

Yes

No

(i.e. that requested proof has been seen)

If parents are unable to provide proof of address, please let the Admissions Section know when returning the computer download.

Note to schools: Parents who have not registered with a school but apply directly to the LA will be expected to provide proof of address to the LA.

Birth Certificate seen

Yes

No

Date: _____

Initials: _____

Exceptional Circumstances (criterion 1)

Statement provided by _____

Please return the paperwork to the Admissions Section when returning the computer download.

Eligibility code given

