



# EYFS Admissions Policy 2022

## Pikemere School

The EYFS Admissions Policy in respect of Pikemere School has been discussed and adopted by the Governing Board.

Chair of Governing Board:

Mrs K Hulson

Head Teacher:

Mrs G Reynolds

Agreed and ratified by the Governing Board on: 28<sup>th</sup> April 2021

Policy Review Date: Summer 2022



## **Pikemere Policy on Foundation Stage One Admissions 2022**

### **1 Introduction**

- 1.1 This policy applies to children applying for a place in our Foundation Stage Unit (FS1).
- 1.2 The Board of Governors at Pikemere School applies the regulations on admissions fairly and equally to all those who wish to attend this unit.
- 1.3 The Foundation Stage One class is available for children from their third birthday up to school age (the September after they turn four).
- 1.4 Pikemere School will charge parents for the use of the Foundation Stage. Parents can take their free entitlement of hours if the sessions are available. Pikemere Governing Board cannot guarantee that parents will get all their free sessions. This will be dependent on places available and numbers on roll.
- 1.5 Please refer to the Early Years Unit Handbook for detailed information about the Unit. This can be obtained through the school office.
- 1.6 Gaining a place in the Pikemere Foundation Stage Unit does not guarantee a place at Pikemere School.**

### **2 Aims and objectives**

- 2.1 Pikemere School seeks to be an inclusive school, welcoming children from all backgrounds and abilities in line with our Equal Opportunities and Inclusion Policies.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not.
- 2.4 A child's level of ability is irrelevant to the Admissions Policy at Pikemere and will not be part of the admission criteria for entry to our Foundation Stage Unit.

### **3 How parents and carers can apply for their child to be admitted to our Foundation Stage Unit.**

- 3.1 Parents should make an application directly to Pikemere School through the school office. Completion of a session register is required and places will be offered where they are available on submission of that register. Where no places are available Pikemere School will maintain a waiting list, on a first come first served basis.
- 3.2 Parents will be notified in writing if they have been successful in their application and will receive confirmation of the sessions being offered.
- 3.3 Parents should advise Pikemere School if they are claiming funded hours when accepting the place offered and whether they are registered with a voucher scheme.
- 3.4 **Children attending Pikemere Foundation Stage One will not have priority to attend Pikemere School.** Applications for Pikemere School should be submitted through Cheshire East Council and fall in line with the School's Admission Policy.

#### **4 Admission appeals**

- 4.1 If we do not offer a child a place at Pikemere School, it will be because we have no available sessions or insufficient capacity, due to the size of the unit or due to staffing ratios. Your child's name will be added to a waiting list and you will be contacted if sessions become available.
- 4.2 If Parents and Carers wish to appeal against a decision to refuse entry, they can do so by applying to the Board of Governors.
- 4.3 In the event that two families apply at the same time for similar sessions a sibling will be given priority, followed by a child living within the school catchment area.

#### **5 Published Admission Number – PAN**

- 5.1 Under current staffing ratios the FOUNDATION STAGE ONE unit cannot take any more than 21 children in any one session. The RISING THREES unit cannot take any more than 16 children in any one session.

*Staffing ratios at the time of approval:-*

*Fully Qualified Teachers & Early Years Teachers 1:13*

*EY Practitioners 1:8*

*PAN agreed by the Governing Board 21 Foundation Stage 1 & 16 Rising Threes*

#### **6 Monitoring and review**

- 6.1 This policy will be monitored by the Board of Governors at Pikemere School, who will always take due note of the guidance provided by the Free Early Education Entitlement (FEEE) team.
- 6.2 The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area.