

FRANCISCAN PRIMARY SCHOOL & CHILDREN'S CENTRE

Admissions Policy

'Our vision is to provide an education of the highest quality within the context and understanding of shared values; care, consideration, cooperation, honesty, responsibility, respect and openness. Overall as a school we endorse UN Convention on the Rights of the Child (CRC) and this is at the heart of our school ethos: rights and respect in all relationships, whether between children or children and adults. We aim to empower children to engage in collaborative decision making and develop positive relationships on all levels across the school community.'

1 Introduction

1.1 The governing body of Franciscan **Primary** School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

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 enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the

LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Pupil Services of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they have contacted Pupil Services and the school to indicate their preference by the specified date in January

3.4 For Nursery places the LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents can contact the School directly Application forms are available at the School Office or on the School website. The school notifies parents about the Nursery place as soon as all the applications have been considered. The school follows the criteria set out in the admissions prospectus. Parents can express a preference for a part time or full time nursery place. There are two admission dates, in mid-September and in mid-January (subject to the intake in September). The school cannot guarantee that a child will be offered the preferred option

3.4.1 30 and 15 Hour Entitlement

From September 2017, working parents of 3 and 4 year olds will receive a total of 30 hours of funded childcare a week, for 38 weeks a year. This will comprise of:-

- The universal 15 hours that will still be available for all 3 and 4 year olds.
- An additional 15 hour entitlement for working families.

These funded places are available from the term following the child's third birthday.

3.4.2 Nursery Top Up

For the 2017-18 academic year, for those parents who are not entitled to the extra 15 hours, the school is also able to offer parents the option to pay to top up their child's part time place (15 hours) to a full time place (30 hours). Fees are based on a weekly charge of £75.00 (£4.50 per hour) and must be paid in advance.

Deferred Entry

3.5 Parents have the right to request that their child's entry into reception is deferred. Deferred entry means that a child will enter a reception class later in the school either in January or March/April depending on his/her date of birth. This means that a child would miss one or two terms of work in Reception.

We strongly recommend you that you discuss the implications of deferred entry with the school first before making a formal request.

Parents can only defer a child's entry until he/she is of compulsory school age or the beginning of the summer term after Easter (whichever comes first). Children born between 1st September and 31st December can defer entry to the beginning of the Spring term in January. All other children can defer entry up to the beginning of the summer term.

If a parent wishes their child to continue at his/her nursery, they should let the nursery know as soon as possible. Continuation at the nursery from September is dependent on there being a place available.

4 Admission appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

5 The standard number

5.1 The standard number is the number of children the school can accommodate. The standard number for our school is **60**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 In Year Admissions

7.1 In the first instance, the wider In Year Admissions Application Process is followed. Parents apply to the Local Authority stating their preferred school(s). The Local Authority refers the application to the highest preference school with a vacancy, based on weekly information provided by each school. Schools inform parents of the outcome of their application within 10 school days.

7.2 In Year Fair Access Protocol

Siblings of pupils placed under the In Year Fair Access Protocol will not be allocated a place in the same school if there are no places in the relevant year group

8 Review

8.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Signed on behalf of the Governing Body: _____

Date agreed: _____

Review date: May 2018

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FREEDOM OF INFORMATION POLICY

'Our vision is to provide an education of the highest quality within the context and understanding of shared values; care, consideration, cooperation, honesty, responsibility, respect and openness. Overall as a school we endorse UN Convention on the Rights of the Child (CRC) and this is at the heart of our school ethos: rights and respect in all relationships, whether between children or children and adults. We aim to empower children to engage in collaborative decision making and develop positive relationships on all levels across the school community.'

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available. • To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the

information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of information

Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures Current written protocols for delivering our functions and responsibilities.

Lists and registers Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information, the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person.

Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Approved by Governing Body on Summer 2017

Chair of Governors K. Matheran

Review Date: May 2018

