The Governors of Birches Green Infant School follow the Local Authority's Fair Access Policy and Protocol on Admissions which states as follows:

"Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at community and voluntary controlled primary schools will be offered a place based on the following order of priority."

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| **1** | **Looked after children and Previously looked after children**  
A previously looked after child is one who has left care through one of the following routes:--  
• Subject to an Adoption Order  
• Special Guardianship Order  
• Child Arrangement Order (specific to residency-living with) |
| **2** | **Children with a Statement of Special Educational Needs (EHC)** |
| **3** | **Siblings at the Infant and/or Junior School in the September of admission.** |
| **4** | **Distance - children who live nearest the school (straight line measurement).** |
er than the annual procedure for admission to Reception classes in September; this continues to be dealt with by the LA.

The LA is notified of all pupil movements in the school year as and when they occur. These include details of children leaving and those who have been offered a place from our waiting list.

The procedures for admission to the school (where a school place is available) are as follows:

1. After contact is made by the parent/guardian an 'Admission Application Form' will be completed by Office Staff.
2. Once completed administrative staff will then check to see if there is a place available in the relevant year group.
3. If no is place available the pupil will be added to the Waiting List and the parent informed of appeal procedures. Weekly submissions are made to School Admissions informing them of all applicants on the School’s own Waiting Lists.
4. If there is a place available the place will be offered initially over the telephone and a New Pupil appointment arranged for the family to meet with the Head Teacher. There will be a period of 7 days to accept the offer or the place will become available to the next applicant.
5. Once the place has been accepted a start date will be agreed at the New Pupil meeting and a School Admission Pack handed to the Parent for completion. Once completed and appropriate ID checks being undertaken, the child will be enrolled formally and School Admissions informed once the pupil has been entered on the School’s MIS.

The procedures for admission to the school (where there is no school place available) are as follows:

1. As per steps 1 & 2 above. However when there is no place available contact will be made by the school administrative staff to inform the parent/guardian that there are no places currently available.
2. The parent/guardian will then be given an opportunity to be placed on a waiting list held here in school. If the parent/guardian accepts this place on the waiting list written confirmation will be sent in the post or via email to confirm that there are currently no places and they are on the schools admissions waiting list, a copy of the admission criteria mentioned above will also be enclosed.
3. The school admissions waiting list will be compiled based on the admissions criteria set out by the Governors in this policy. Where the child is placed on the list will depend on which criteria they meet.
4. When a place becomes available in a year group the school administrative staff will check the waiting list and after consultation and agreement with the Headteacher, the place will be allocated to the child on the list who meets the criteria as per the priority numbers listed above.
5. Written confirmation of the offer of a place will be sent out either by post or via email. The parent/guardian will have a period of 7 days to confirm the place is accepted, if no response is received the next child on the waiting list will be offered the place.
6. Once the place has been accepted a start date will be agreed and 'School Admission Forms' completed and the place allocated once the pupil enrols at school for their first day.
Nursery Admissions

The Nursery has three intakes per year, September, January and April. We admit children in the academic term following their third birthday. All children are eligible for 15 hours Nursery provision and this is provided on either five consecutive mornings or five consecutive afternoons. We also offer full time places either through the Government scheme of 30 hour EEE or parental paid top-up.

The criteria for Nursery placement is based on spaces available at each round of intake. Priority will be given as follows:-

- LACES Children including adopted children
- Children with S.E.N. (EHC Plan)
- Siblings eligible for full time funding
- Children eligible for full time funding
- Siblings
- Distance
- Head teacher discretion to allocate extended hours to vulnerable families on a temporary basis in order to meet any additional needs.

This is subject to change dependent on future Governmental developments with regards to Nursery funding.

Spaces are offered on the waiting list in the academic term prior to children joining us and are invited to an induction meeting followed by a one on one Interview with Teaching Staff. Admission packs should be completed and verification codes obtained, if necessary, before place allocation is finalised.
This Policy is reviewed annually.

Date adopted by the Governing Board: ………………………
Date due for review: ………………………………………
Signed: …………………………………………….. Chair of Governors
Signed: …………………………………………….. Head Teacher