



Meridian Primary School Admissions Policy

Last reviewed July 2018

Introduction

The governing body of Meridian Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School follows the admissions guidelines set down by the Royal Borough of Greenwich LA.

Aims

We are an inclusive school that values individuality and celebrates differences. We welcome children from all backgrounds and abilities. We seek to communicate our arrangements clearly and to handle any admissions queries sensitively and promptly.

Number of children

We are a one form entry primary school which means there is one class per year group. We have a Nursery class, Reception class and Year groups from Year 1 through to Year 6. We have approximately 240 children on role at any one time in classes of 30 children. We also have a Designated Special Provision for Deaf children for up to 18 children. They are included in the numbers above. Our Nursery has morning and afternoon children. We can also accommodate families who are eligible for 30 hours provision. We have places for 30 children in the morning and 30 in the afternoon.

How parents can apply for their child to be admitted to our school in Nursery (FS1)

Meridian Primary School is responsible for offering Nursery placements. Children will usually be admitted into Nursery in the term after their third birthday subject to availability of places. There are three intakes into nursery - September, January and Easter, and places will be offered in July of the academic year before the children start Nursery.

Children are entitled to 15 hours per week. We deliver this through either daily morning or daily afternoon sessions. We can also offer an additional 15 hours per week for children who parents are eligible for the Government 30 hours scheme. Subject to availability, we also offer top up hours to parents/carers so that children can attend for more sessions. In addition, we have some full-time DSP places available.

An application form is available from the school office. Documentation will be required to support applications including children's birth certificate or passport and proof of address. This will consist of Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate.

Priority for Nursery places

If there are more applicants than places available, the school will give priority in the following order.

1) Looked after children and previously looked after children who have been adopted or become subject to a residence or special guardianship order, immediately following having been looked after. A 'looked after child' is a child who is in the care of an English or Welsh local authority in accordance with section 22(a) of the Children Act 1989.

2) Children with an acute educational, medical or social need for education in a particular nursery school or class

Educational, medical and social needs Children considered under this category include:

- Those who have been assessed as 'in need' under the Children Act 1989.
- Those likely to be assessed as having special needs under the Education Act 1996, but who do not yet have an education, health and care plan (EHCP).
- Those who have benefited from specialist provision such as that provided by the 'ICAN' Speech and Language Centre based at Mulgrave Primary School and Early Years Centre, Wensley Close Day Centre and the Greenwich Portage Service.

This may also apply to an immediate family member. You will need to provide supporting documentation, such as a letter written by a GP, health visitor or social worker.

3) Children with a sibling, living at the same address, already attending the primary school at the time of the child's admission to nursery.

Sibling means a full/half/step brother or sister, or a child living as part of the family unit.

4) Royal Greenwich children based on home to school distance.

5) Children living in other boroughs based on home to school distance.

Distance from home to school is measured as a straight line from a single fixed point in the centre of the home address to the main entrance of the school. The home address is where your child resides as the only or principal residence. You will need to provide a current Council Tax statement, Council Tax Benefit letter, or Council Tax exemption certificate as proof of address.

If you are a member of the UK armed forces or a Crown Servant, you will need to provide an official letter confirming the address of your quarters.

If your child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child (if applicable), the address of the parent named on your child's passport and the address at which your child is registered with a GP.

If you are not the child's parent, you will need to provide proof of guardianship. An existing registered childminder's address, instead of the home address, may be used. For nursery admissions purposes, you may use an existing childminder's address, instead of your home address, as long as your childminder is registered with Ofsted. You will need to provide a copy of the contract between you and your registered childminder.

If two or more applicants have equal right to a place under any of the above criteria, priority will be given to the child that lives nearest to the school. Where a child has not received any early years provision and is nearing reception class age, the school may prioritise this child over a younger child.

Morning/Afternoon preferences - When applying for a Nursery place, parents/carers can express a preference for either a morning or an afternoon place and for one full day. We will do our best to meet this preference. Where we have more preferences for mornings or afternoons that we can meet, the school will give priority as above. Where we cannot meet a parent preference for a morning or afternoon, we offer an alternative wherever possible.

Waiting List - If it is not possible to offer your child a nursery place, you can ask for your child's name to be added to the nursery's waiting list. However, there is no formal appeals process.

We will contact parents/carers as soon as a place becomes available. The priority on the waiting list is line with the criteria above and may change depending on new applications.

Additional Hours at Nursery

All children are entitled to a free Nursery place of up to 15 hours.

30 HOURS PROVISION

From September 2017, the Government doubled the amount of free childcare for eligible working parents of 3 and 4 year olds from 15 hours per week to 30 hours per week. The current free entitlement for all 3 and 4 years olds continues to be 15 hours per week for 38 weeks of the year (i.e. 570 hours). The 30 hours free childcare is an extension of the current free hours and provides an additional 15 hours free childcare for children where parents are eligible. The 30 hours free childcare aims to support those parents who wish to work or to work more hours to be able to do so.

Please contact the school office for further information on the 30 hours provision. More information can be found at

<https://www.greenwichfamiliesinformation.org.uk/kb5/greenwich/fsd/family.page?familychannel=1>

If you are eligible, have an eligibility code and would like to take up the offer, please let Sharon Crawford, School Admin Officer know as soon as possible.

PAID TOP UP HOURS

We offer chargeable top-up hours to parents/carers so that children can attend nursery for more sessions. The hourly charge is £7.00. The cost of a school dinner is £2.30 per day.

You can choose between 1 and 5 top up sessions to run alongside your existing part time place. For example: booking 5 top-up sessions means that your child would attend full time Monday-Friday from 9.00am-3.30pm. Alternatively, you can book 2 or 3 top-up sessions on days agreed with the school. Please note: all top-up sessions are subject to availability. Please refer to our Nursery application form for further details.

Admission Appeals

If your child is not offered 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. We are a one-form entry school with 30 children in each class.

If it is not possible to offer your child a place at Meridian, you can ask the LA for your child's name to be added to the waiting list.

If parents wish to appeal against a decision by the LA to refuse entry, they can do so by applying to the LA appeals panel. 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.

Where a parent/carer appeals against a decision to admit their child to the school because it would take us over number, the school are required to submit a statement to the local authority. Our inclusive approach is very important to us. Whilst we empathise with families facing appeal and would like to be in a position whereby we could take all children requesting a place at Meridian, unfortunately we feel that going over number would not be in the best interests of any child - existing or new.

However, if the appeals panel decides that we should admit a child to our school, then we will accept this, welcome the child into the school 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.)

Starting arrangements for new children

Joining Nursery

Children who are granted a place in our Nursery Class will be contacted by the school in the previous term to which they start and receive a letter to confirm admission arrangements. They will be invited into school with their child to meet staff, have a tour of the school and learn of routines and transition arrangements. In addition, parents will be invited to a one to one meeting with the class teacher to talk about their child.

Joining Reception

Children who are granted a place in our Reception Class will be contacted by the school in the previous Summer term and receive a letter to confirm admission arrangements. They will be invited into school with their child to meet staff, have a tour of the school and learn of routines and transition arrangements. In addition, parents will be invited to a one to one meeting with the class teacher to talk about their child. Wherever possible, if your child is new to our school (i.e. not in our Nursery) we will seek to visit your child in their current setting (e.g. home or Nursery). Records from the previous Nursery are requested where relevant and an assessment of the child's learning is made within two weeks of entry.

All new Reception children are given a Year 6 buddy to support them at lunchtimes for the first couple of weeks, or longer if necessary.

In September, new Reception children will build up to attending full-time within two weeks. They will be invited to stay until lunch, until just after lunch and then full time. Details will be included in the letter to parents. Arrangements may be flexible to meet the individual circumstances and needs of the child but the aim is to get the child into school full-time as soon as possible.

Joining as a casual admissions

When children are granted a casual admission to Reception outside the normal admissions time or to Year 1 - Year 6 the school will be informed. The school will contact the parents as soon as possible, but certainly within a week. The child and parent will be invited into school to meet key staff and tour the

school. Following this visit a starting date is arranged. Records from the previous school are requested and an assessment of the child's learning is made within two weeks of entry.

The child is given a 'peer buddy' from their own class. The Learning Mentor will meet with him/her after the first week and then within a term to check that they have settled in and to complete a short questionnaire with them. The Learning Mentor will also talk to the parents/carers at these times to check that everything is going well.

From time to time children are admitted to all Greenwich schools via the Fair Access Panel. This is because of special circumstances. In these cases, the school holds a reintegration meeting with the family and relevant support is put into place.

Review

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