



## Admissions Policy

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## **AIMS**

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available.

## **Admission to Greenleas Early Years**

At Greenleas it is our intention to make the settings accessible to all children and families from the community of Linslade, Sandhills, Leighton Buzzard and the surrounding areas. In order to achieve this aim, we:

- Ensure that the existence of the setting is widely advertised in places accessible to all sections of the community.
- Ensure that information about our setting is accessible - in written and spoken form - and, where appropriate, in different languages.
- Welcome fathers and mothers, other relations and other carers, including childminders in all our activities.
- Are fully inclusive and welcome families from all ethnic, religious, and social backgrounds.
- Aim to ensure that children with any disabilities are able to access all areas of the Early Years sessions through individual planning and parental liaison.
- Make all our policies widely known and available to all.
- Are flexible about attendance patterns to accommodate needs of individual children & families.

## **CRITERIA FOR EARLY YEARS (PRE-SCHOOL and PRE-RECEPTION) ADMISSIONS Derwent Road and Kestrel Way**

Applications can be made at any time directly to the School. A form is available from the School Office or can be downloaded from the school website ([Greenleas Admissions Page link](#)). All applications must be accompanied by proof of address and a copy of the child's birth certificate. Offers of places may be withdrawn from applicants unable to provide that evidence.

Places will be offered to children according to the criteria for admissions, in the following order of priority:

1. All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff\*
3. Children with siblings at the school \*\*
4. Children for whom the school is their nearest lower school\*\*\*
5. Any other children

\* The staff member must be either a permanent full or part-time employee who has been at the school for two or more years or has been recruited to fill a vacancy due to a demonstrable skill shortage

\*\* Specifically, children who will have a sibling in the main school at the point at which they would join Reception.

\*\*\* Nearest school: The nearest school will be identified by measuring the distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point. Please see

[www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information.

## **Offers**

Offers of places in Pre-School will be sent out as places become available.

Offers of places in Pre-Reception will be sent out in Summer 1, for the following September/January intake. All families will be offered a home visit prior to the child's start date. Children have staggered start dates to enable them to settle happily.

We have a limited number of wrap-around-care places. Details are shared with parents when a place in Pre-Reception is allocated.

## **Appeals**

Although there is no statutory obligation to provide an Early Years place, parents who have been unsuccessful in gaining a place for their child can appeal to the Governing Body. Information about the process will be given to you if an appeal becomes necessary.

## **Waiting list**

Parents who have been unsuccessful in gaining a place for their child will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the criteria set out in this Policy and not in the order in which applications are received or added to the list.

## **Change of Details**

If any of the details on the application form change between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on the application form, the Governing Body reserves the right to withdraw the place.

***Please note** that successful application for admission to Greenleas Early Years does not guarantee children a place in Main School. Parents of children currently in our Early Years must re-apply for a place in the Reception class, see below.*

## **Admission to Greenleas Main School**

Children are normally admitted to Main School in the September following their fourth birthday, which is at the start of Reception Year.

All places for statutory aged children in Main School are allocated by the Local Authority (LA) on receipt of a completed application form or online application, preceding the year when the child becomes eligible for a place. Information regarding the applications process, applications for specific dates of birth and the applications timeline will be displayed in school, doctors' surgeries and other community venues.

Information about applying for a place in Main School can also be found at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) or by calling 0300 300 8037.

## **Further information**

Explanation of the terms: 'Looked After' children; 'siblings'; 'very exceptional' medical grounds; home

address and information about the catchment area are available from the School Office.

The main school has a Published Admission Number of 60. i.e. it can accommodate a maximum of 60 pupils in each of its 5 year groups (R-4)

**In Year transfers**

In-year transfers are managed by the Local Authority.