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# Foundation Stage 1 Admissions Policy

**School Leader:** G Freeman

**Link Governor:** C Foyle

<b>Policy Approved</b>	<b>Signed: S Priestland</b>	<b>Date: 16.06.16</b>
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Policy Reviewed	Signed: N Nisa	Date: 07.06.18
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Policy Reviewed	Signed: C Foyle	Date: 16.07.2020
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Policy Reviewed	Signed:	Date:
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Policy Reviewed	Signed:	Date:
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The Foundation Stage is over-seen by Mrs G Freeman who is part of the senior management team.

Children are admitted to Foundation Stage One (FS1 - Nursery) from the term after they turn 3 years old. All 3 and 4 year olds are eligible for 15 hours free funded FS1 entitlement. If you wish to apply for a place at Hardwick Primary School contact the school directly. FS1 places are in high demand and we have a waiting list, therefore we advise that you contact school directly and register your child for FS1 as soon as possible. The allocation of FS1 places is in accordance with the Governors' agreed oversubscription criteria. The children can spend a maximum of five terms in FS1 depending on their birth date. Children eligible for 30 hours provision will be directed to other establishments who may be able to support in this provision on a shared basis with Hardwick Primary School. This will be reviewed annually to reflect parental demand.

### **Foundation Stage One Provision at Hardwick Primary School**

The maximum number of children that can be accommodated is 60 children. The admission number is split to provide places in the morning (8.45am- 11.45am) and places in the afternoon (12.15pm-3.15pm). The number of places provided for each session will depend on parental demand and staffing allocations.

Following the allocation of a place, parents will be invited for an induction led by a member of the admin team. Parents will be asked to fill out admissions paperwork and provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. It is the parent's responsibility to inform school of any medical needs, including allergies, and provide medicines such as Epi-Pen or inhalers to be kept at school.

### **Toileting and Intimate Care**

Hardwick Primary School cannot refuse a child entry to the foundation stage if they are not yet toilet trained. If your child is still in nappies or pull-ups please provide a bag with 5-6 nappies/pull-ups so staff can change your child as necessary. However, parents are encouraged to begin toilet training prior to attending FS1. If your child is in the early stages of toilet training, please provide a bag with 2-3 pairs of underwear/change of trousers or skirt to be used if necessary. During the school induction process parents need to agree to our "toileting and intimate care" policy and a copy of the policy can be made available at request.

### **Key Worker Groups**

FS1 is groups are led by a qualified teacher and supported by a teaching assistant. Additional adults may be present who are there to support specific named children or students/volunteers who are all DBS checked and have completed the school's staff induction procedures.

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All children must be accompanied to and from school by a known adult (age 18 or older). All children should be brought on time to the start of sessions and picked up promptly at the end of sessions. The school does not authorise holidays or extended leave during term time and doing so may result in your child losing their Foundation Stage One place. Please speak to the office if your child is going to be absent from school at any time.

A snack of fruit and milk or water is offered to each child every session free of charge. The children also have access to water within the classroom.

All children attending Hardwick Primary School wear school uniform, including the Foundation Stage One children. The uniform is black trousers or skirt, white shirt or polo t-shirt and a blue jumper or cardigan. Details of where to buy official Logo jumpers will be available from the school office during the induction process. Children in FS1 are also required to wear a PE kit, which consists of a white T-shirt, black shorts, and black pumps.

### **Allocation of places (Governors' agreed oversubscription criteria)**

The following criteria will be used to allocate the available places at Hardwick Primary School Foundation Stage One should we receive more applications than can be accommodated:

- Children known by the local authority to have identified additional needs with an Education and Healthcare plan (EHC plan) and whose needs can be best met at the preferred setting.
- Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- The child has medical or social grounds (supported by written evidence from a Doctor, Social Worker or Education Welfare Officers) for admittance to the school.
- Children whose permanent home address is in the designated area for Hardwick Primary School.
- The child does not live within the school catchment area but has a sibling that currently attends Hardwick Primary School.
- The child does not live within the school catchment area.
- Any other child whose parent's apply for admission.
- In case of over subscription priority will be given to those children living nearest to school.

Please note that if your child already attends Foundation Stage One at Hardwick Primary School this **does not** automatically give them a place in Foundation Stage Two. You must still apply through the Local Authority (Derby City Council) for your Foundation Stage 2 place.

As there is no statutory right to Foundation Stage One (Nursery) place, there is no right of appeal against refusal.