**Lache Primary School**

**Admissions Policy**

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**Live to learn, learn to live**

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**Approved by Governors: Autumn 2023**

**Review Date: Autumn 2024**

**Signed: Sue Yarnall**

At Lache Primary School we understand that every child is different and every child is equally important. Everything we do within our school is aimed at providing all of our children with the best opportunities in life to become independent, capable and caring young people who have a thirst for life and the determination to take them forward to achieve their ambitions and to embrace life-long learning through curiosity and enjoyment.

We strive to provide our children with a lively and exciting curriculum that inspires creativity and embodies our core values:

**Respect Positivity Honesty**

Our beliefs and the whole school ethos are summed up by our motto:

‘Live to learn, learn to live’

**Reception – Year 6**

Lache Primary School follows the Cheshire West and Chester admissions policy. Details of this can be found in the ‘Starting School’ information booklet which can be accessed from www.cheshirewestandchester.gov.uk/admissions or from our school VLP.

The PAN (Published Admission Number) for our Reception intake is 30 children. Places will be allocated on the basis of applications received through the Cheshire West admissions system. This allows parents/guardians to apply for entry to any Cheshire West primary school by means of the Cheshire West Primary School Common Application Form (CAF), which is located at:

<https://schooladmissions.cheshirewestandchester.gov.uk/ENROL/Website/default.aspx>

**Applying for Admission to Nursery and Reception**

# Opportunities to look around the school and chat to the staff are made available to prospective parents. Please ring up the school or visit the school website to find out the dates of arranged visits.

**Nursery Admissions**

The main intake into Lache Primary School Nursery will be September, children will therefore, normally attend nursery for three terms. However, if the nursery has spare capacity, admission to the nursery is open to children from the beginning of the term following their third birthday. This may result in some children accessing up to five terms of education in Lache Primary School Nursery. Children under the age of three will not be admitted.

Currently in England all three and four year olds are entitled to up to 15 hours of free Nursery childcare a week for up to 38 weeks a year.

At Lache Primary School we want to give our pupils the very best start and we do this by topping up government early years funding for pupils who will be attending Lache Primary School.

This means that we are able to offer full time places in Nursery to those pupils who **will be** joining our Reception class when they attend school.

For pupils who are not intending to enter the Reception class, we are only able to offer the statutory entitlement of 15 hours Early Years provision.

This provision can be accessed as either morning or afternoon sessions until we have reached our maximum number for each, but will need to be agreed with the school prior to starting.

If the demand for places exceeds those available, the following criteria will be used to allocate places.

1. ‘Children in our Care’ A ‘Child in our Care’ is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).

2. Children for whom there are particular medical or social reasons which, in the Council’s view, justifies admission to a particular school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

3. Siblings – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.

4. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

5. Children not resident within a school’s local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone pupils.

6. Pupils living nearest to the school (Distance) measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

 NB:

To be eligible under criterion 4 or 6, proof of residency at the given address will be required.

To be eligible under criterion 3 the sibling must be attending mainstream school when the younger child takes up a place in the nursery.

The children who are to be offered a place at the start of a term will have their place confirmed on the last day of the previous half term. i.e. For a child starting after Easter the decision will be made by Spring half term.

A place in the Nursery does NOT guarantee a place in the Reception class of the mainstream school; parents of children in the Nursery are required to apply for a place in the Reception class. Therefore, a separate application must be made for admission to Primary School*.*

**Transitions**

Children will be admitted to Reception at Lache Primary in the September following their fourth birthday.

At Lache Primary we recognise that starting school and moving up classes has the potential to be a stressful time for both children and parents. To this end we have established a strong procedure for transitions to ensure that our children and parents are as confident and secure as they can be when facing the challenges of each year group.

Both Nursery and Reception hold a meeting in the summer term before the children start school to provide parents with key information, school expectations, knowledge on our curriculum and assessment and advice on how they can help their child. In the summer term Nursery and Reception children have the opportunity to meet with their teachers in their classroom on two occasions, once with their parents and once on their own to help them prepare for their new experiences.

At the beginning of the school year all children in Nursery and Reception classes start full time on the first day of term. At the end of Reception children have the opportunity to meet with their new teacher in their classroom prior to starting Year one.

***In Year* Applications or Transfers**

Please contact the school office to arrange a visit to Lache Primary if you are considering joining our school at any other time than the beginning of your child’s Reception year. The Headteacher would be happy to show you around and answer any questions you may have. An application would then need to be submitted, which can be found at:

http://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/in-year-school-transfers.asp

Approved by Governors: Updated: Review date:

This policy/document was reviewed by:-

Signed………………………………………………………………………………………………

Position…………………………………………………………………………………………….

Signed.…………………………………………………………………………………………….

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Date:

The next revision date is:

**Autumn 2024**