



ADMISSIONS POLICY (Working Together with the Hove Partnership of Schools)

Statutory Policy

Amended: Autumn 2018

Adopted on behalf of the Governing Body: Autumn 2018

To be reviewed: Autumn 2019



INFORMATION ABOUT ADMISSIONS TO STANFORD INFANT SCHOOL:

The arrangements for the admission of children to this school at age 4+ are made by the Council. A detailed description of the arrangements is contained in the guidance 'Infant, Junior & Primary School Admissions in Brighton & Hove 2019/2020' that can be found at www.brighton-hove.gov.uk/schooladmissions. A hard copy can be obtained from the School Admissions Team, Hove Town Hall, Hove BN3 3BQ (tel: 01273 293653). A copy is also available for inspection in the school.

However, parents/carers may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated to children in accordance with the following list of priorities:

- i) Children in the care of the local authority; or who were previously in the care of the local authority;
- ii) Children with compelling medical or other exceptional reasons for attending the school;
- iii) Children who in September 2019 will have a brother or sister at the school or at a linked junior school;
- iv) Children transferring between a linked infant and junior school;
- v) Other children

If it should be necessary to decide between children within any of these priority groups, this will be done by giving the places to those children who live closest to the school.

This process is carried out by Brighton & Hove's School Admissions Team.

The following information, reflecting the outcome of the admission arrangements at 4+ for September 2018 may give parents/carers some idea of their chances of obtaining a place for their child at this school in September 2019.

Published Admission Limit 2018/2019: 90
 Number of preferences received by the closing date: 209

The initial allocation of places after the closing date:

Priority	1 st pref	2 nd pref	3 rd pref	Totals
SEN				
Priority 1	3			3
Priority 2				
Priority 3	39			39
Priority 4	N/A	N/A	N/A	N/A
Priority 5	40	7	1	48
Totals	82	7	1	90

Deferred Entry for Reception Aged Children

All children are allowed to start their education in September. Alternatively, parent/carers may defer admission until their child reaches compulsory school age. Compulsory school age is the term after their 5th birthday. If a school place has been offered, this place can be held for that academic year only.

Child's birthday	Options
Autumn born 1 st September - 31 st December	Full or part time from September or defer until January
Spring Born 1 st January - 31 st March	Full or part time from September or defer until January or Easter
Summer Born 1 st April - 31 st August	- Full or part time from September or defer until January or Easter - Defer until September of the following year to start in Year 1

Deferred Entry for Reception Aged Children Outside the Normal Year Group

Parent/carers of children that are born between 1st April and 31st August (Summer born children) can request that their child is admitted to Reception one year later than their chronological age and therefore outside their normal age group. The Head Teacher will make a decision based on the circumstances of each case. However, there is no automatic right to this. Requests are considered in line with Brighton and Hove's Admissions guidance; i.e. Parents/carers should apply for the academic school year when the child will turn five. Parents/carers must then contact the School Admissions Team to request the deferment for their child to start the following September, to start in Reception rather than Year 1. However, even if the deferment is agreed parents/carers still have to reapply for the following year.

When applying for deferment parents/carers need to provide information or evidence stating;

- The nature of the request
- Clear reasons for the request
- The views of the parents/carers
- The child's educational history
- Views of the previous or current Early Years settings
- Information relating to the child's academic and personal, social & emotional development

In addition, specific information/documentation may be requested which may include:

- School or educational reports - from the previous or current Early Years settings
- Existing professional reports and assessments e.g. educational psychologist
- Medical history and the views of a medical professional

- Any previous history of being educated outside of their normal age group

Schools within the Hove Partnership regularly meet and discuss requests for deferment. All schools have agreed that, **if your child is working at, above or close to Age Related Expectations, then it is very unlikely that a deferment will be granted.**

On receiving a request to defer, a member of staff will contact the pre-school setting and obtain up to date information. If a child is performing 'significantly' below age related expectations, then the request will be granted and a letter issued to the parent/carer to confirm this. Please be mindful however, that under these circumstances, the parent/carer will need to apply for a place at the school again, for the following academic year. The Local Authority will issue places as previously described. In addition, parent/carers should also be aware that that by deferring entry, your child will always be outside their normal year group. If they transfer to a different education authority, this agreement may not be honoured by the new school.

Deferred Entry for other Children outside the Normal Year Group

Parents/carers can request that their child is admitted to a different year group outside their normal age group. The Head Teacher will make a decision based on the circumstances of each case. However, there is no automatic right to this.

When applying for deferment parents/carers need to provide information or evidence stating:

- The nature of the request
- Clear reasons for the request
- The views of the parents/carers
- The child's educational history
- Views of the previous or current education settings
- Information relating to the child's academic and personal, social & emotional development

This request will only be considered if there is significant supporting evidence of which may include:

- Existing professional reports and assessments e.g. educational psychologist/consultants
- Medical history and the views of a medical professional outlined in documentation such as an EHCP with a recommendation to educate outside the child's normal year group
- Any previous history of being educated outside of their normal age group

If the request is approved, then a letter will be issued to the parent/carer to confirm this.



Date

Dear Parent/Carer

Thank you for your letter/email dated/received _____, requesting deferred entry for a Reception aged child outside of the normal year group OR deferred entry for a child outside of their normal year group.

After liaising with the pre-school OR previous educational setting AND/OR other professionals, I am satisfied/not satisfied that a deferment into an alternative year group will be in your child's best interest. I am therefore confirming that we are willing/not willing to admit your child into an alternative year group as requested.

I am therefore confirming that we are willing to admit your child into an alternative year group as requested. Please be mindful however, that under these circumstances, you will need to re-apply for a place at the school again, for the following academic year. Your application will be treated alongside all the other applications for that particular year. This process is carried out by Brighton & Hove's Admission Team.

Kindest regards

A handwritten signature in blue ink that reads "Madeleine Danyson".

Head Teacher
Stanford Infant School