

Goddard Park

Community Primary School

An Integrated Academy and Children's Centre

Headteacher: Mike Welsh

Everybody learns, everybody cares



Goddard Park Daycare, Pandas and Elephants **Admissions Policy 2016-17**

Introduction

Applications to attend Goddard Park Daycare, Pandas or Elephants are welcomed from all families. We operate an inclusion and equality policy and ensure that all the children have access to places irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.

Timing of Admission

When the parent and/or carer completes the registration form, a home visit will be undertaken by a senior member of staff in order to obtain further details of the child and to ensure Goddard Park fully understands and can meet the child's needs.

Children will normally be admitted at the start of a school term (January, Easter and September). However, as Daycare is open 48 weeks a year, admissions outside these times can be arranged where a space becomes available. Spaces will be allocated to children on the waiting list according to our oversubscription criteria.

Prior to a child attending any sessions, parents and/or carers must complete and sign a contract and registration form. These forms provide the Daycare/Early Years staff with personal details relating to the child. Children will also need to attend settling in sessions in line with our Settling In Policy.

Timing of Applications

The closing date for applications will be:

10th March 2016 for admissions on 1st September 2016

8th July 2016 for admissions on 3rd January 2017

2nd December 2016 for admissions on 24th April 2017

After the closing date for each term, we will apply our admissions criteria to all applications to decide the priority for places available. We will contact parents/carers within two weeks of the closing dates above to inform them of the outcome of their application.

Late Applications.

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

Over-Subscriptions Criteria for Goddard Park Daycare

Unfortunately, there may be occasions where sessions are over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

Availability of places relies upon our capacity to provide the care and education that will meet the needs of individual children and others already attending sessions.

For children not already accessing 15 hours of sessions at Goddard Park, the oversubscription criteria are as follows:

- Priority 1. A child in the care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989. Also 'previously looked after children' who have left care through an adoption, special guardianship or residence order, or a child who is included on a Child Protection Plan.
- Priority 2. Any child of a staff member either employed at the school for at least two years, or who will meet a clear skills shortage;
- Priority 3. Any child who has a sibling attending Goddard Park Daycare, Elephants or Pandas at the same time as he or she is due to be admitted;
- Priority 4. Any child living within the school's catchment area (details available from the School and LA);
- Priority 5. Any child not living in the school's catchment area.
- Priority 6. Children who are already accessing 15 or more hours of sessions at Goddard Park and wish to increase this or change the days allocated

DECIDER

In all cases where sessions are oversubscribed, date of birth will be used to prioritise applications within individual oversubscription criteria. If the date of birth does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the daycare place is sought is living in the same family unit at the same address as that sibling.

Catchment Area.

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

Applications at Other Times of the Year

Applications to be admitted outside the normal admissions rounds can be made directly to the Daycare office. On receipt of an in-year application we will consider the application within two weeks in accordance with the oversubscription criteria above.

Waiting Lists

Where a place cannot be offered, the child will be placed on a waiting list.

Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available, and the setting is able to meet the child's needs, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Positions on waiting lists may change due to new applications received.

This policy was agreed and implemented on 11th November 2015.
It will be reviewed annually during the Spring term.

There will be on-going monitoring and updating of the policy as required.