



Policy for Admission to Radley Foundation Stage Unit (including Payment of Fees and Attendance)

This policy is based upon the Oxfordshire County Council Policy for Admission to Local Authority Nursery Schools and Classes.

Terminology

Foundation Stage Unit replaces Nursery Class & Reception together

The 3 years of funded early education entitlement in the Foundation Stage are known as:

R The year children become 5

N2 The year children become 4

N1 The year children become 3

Year – refers to the academic year (September to August)

School Terms

Autumn Term - 1st September – 31st December

Spring Term - 1st January – 31st March

Summer Term- 1st April – 31st August

Funding entitlement starts from the long term after the child's 3rd birthday. **It is not possible for parents to split funding between an LA and private provider; nor is it possible to direct the funding wholly towards the private provider (including a childminder) whilst taking up a place in Radley Foundation Stage Unit.**

POLICY FOR N1 and N2 FOUNDATION STAGE ADMISSIONS IN OXFORDSHIRE

1. Since September 1997 there has been one countywide admissions policy for community nursery schools and classes (foundation stage units). This policy was determined by the County Council and administered by schools. This has ensured that admissions are based on common principles. The County Council has devolved rather than delegated the administration of admissions to nursery classes. Therefore, in the event of a complaint, the final responsibility for admissions rests with the County Council.
2. The designated catchment area of each Foundation Stage Unit is set out on a map and is available for parents to see on request. The catchment area for the Foundation Stage Unit is the same as for that of the primary school.
3. All families are entitled to 15 hours nursery education per week, from the term after the child's third birthday (based on a 3-term year). The government have offered a further 15 hours nursery education per week, making 30 in total, to working parents. These weekly hours can be taken as mornings only, or as a combination of morning and full day sessions. We offer a full time place for the whole of the Reception Year.

4. When new children join the Foundation Stage Unit as three or four-year olds it is important that parents realise that **the process of applying for place at primary school for the Reception year (Windrush) is separate to that of applying for a place in a Foundation Stage Unit.** Parents whose children attend the Foundation Stage Unit, particularly from outside the designated area of the primary school, should be reminded that their child is **not guaranteed** a place at the school when he/she reaches the normal school starting age (i.e. the September of the academic year in which the child will be five), and must apply through the normal County Council admissions procedures. The admission number to the Reception class is 15 places.
5. The school offers FSU places (part-time for N1/N2) up to the published capacity of the unit, and in doing so takes account of County Council guidance on curriculum quality and staffing ratios.
6. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
7. Parents should note that applications will be considered at a deadline of 3 terms before the child is due to start. Parents will then be notified of the fact that a place is available for their child no later than one term in advance. They should be reminded that acceptance of a place will represent the child's full early education entitlement and **free sessions cannot be split with a private or voluntary sector provider.**
8. Copies of the FSU's prospectus is available on request to parents and to outside agencies. The prospectus states the morning and full day session times of the Foundation Stage (N1 and N2) and sets out its educational aims and provision. The prospectus also sets out the County Council's criteria for allocating Foundation Stage (N1 and N2) places when more applications are received than there are places available, as set out in this document (paragraph 9)
9. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County primary schools. Headteachers should apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. Other criteria (such as date of birth) cannot be used.
 - 1.Children who are 'looked after' by an LA, within the meaning of Section 22 of the Children Act 1989 at the time of their application, and previously 'looked after' children.
 2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010
 3. Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- a) First priority will go to those children who have a brother or sister already at the Foundation Stage Unit who will be attending the preferred School at the time of entry. In the case of a Foundation Stage Unit, this applies to a brother or sister attending the primary school to which the Unit is attached. However, if there are more applicants than places, priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System.
 - b) Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System.
4. Children living outside the designated area who have a sibling attending either the foundation stage or the main school at the time of the child's admission. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System.
 5. Children outside the designated area who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System.

Headteachers can seek advice and assistance from the Service Manager for Admissions in applying these criteria.

6. Once a child is admitted to the Foundation Stage Unit, that child is entitled to remain in a part time place in the FSU until the term after s/he becomes five. **However, they would forfeit the place the child has in the Reception class (Windrush) and there would be no automatic entry to the Windrush class once the child has reached five.** In only the most exceptional circumstances would remaining in the N2 class be appropriate given that the remainder of the child's peers would be in a separate registered full time class. Where a child does not have a school place (R), parents forfeit the right to full time funding until the child reaches five and cannot, therefore build up sessions incrementally.

10. Complaints

Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the School Governors in the first instance. If parents/carers consider that the admissions policy, as set out in this document, is not being applied correctly they should write to the Business Support Officer, Early Learning & Childcare, Macclesfield House, New Road, Oxford, OX1 1NA.

11. There is no statutory right of appeal.

Contact details

Service Manager for Admissions

Tel: 01865 815158 admissions@oxfordshire.gov.uk

Head of Early Learning

Tel: 01865 815697 earlyyears.education@oxfordshire.gov.uk

Payment of Fees

Children are funded for 15 hours (5 sessions of 3 hours) of nursery education from the long term after their 3rd birthday and the school is allocated this funding; **it is not possible for parents to split their funding between an LA and private provider, nor is it possible to choose to direct the funding wholly to a private provider whilst taking up a place in the FSU.** A further 15 hours (making 30 hours in total) of government funding is available to eligible parents.

The Foundation Stage Unit is open for the same term times as the primary school (inclusive of INSET days). This totals 190 days per academic year.

Charges

Session	Session Times	Fee
Extra morning session	When available	£15.00
Extra daily session	When available	£30.00

Collection of Fees

- Parents are invoiced monthly in advance for all ages.
- This is administered by the school administrator.
- Fees must be paid in full by the date indicated on the invoice.
- Fees for sessions cannot be refunded.
- One reminder will be sent. In the event of non payment, a notice giving 15 working days will be issued to remove a child from the register; at the end of this period, the place will be withdrawn until the outstanding fees are paid.
- If fees are not paid, the debt is referred to Oxfordshire County Council Solicitor for appropriate action.
- A written appeal may be made to the Governing Body of the school in exceptional circumstances.

Notice

Parents should give half a term's notice in writing of their intention to remove a child from the FSU.

Attendance of Children before Statutory School Age

Children attending Radley Foundation Stage Unit in Brook Class (N1/N2) are entered onto the school's data management system and have their attendance recorded.

The Governing Body is mindful that such children are registered at school before they reach statutory school age. At the same time, the Governing Body has a responsibility to ensure continuity and progression for these children and to enquire into absence as part of its safeguarding role.

ADMINISTRATION

- The FSU is open for exactly the same term dates as the primary school and parents have access to these dates well in advance
- Parents wishing to take holiday during term time, should apply in writing to the Headteacher. Once children have reached the age of 5, permission for an authorised absence will be given at the discretion of the Headteacher, only in exceptional circumstances.
- Where a child is ill or has a medical appointment, parents should call the school to notify staff of the absence before 9.30 on the first day of absence. This will be recorded as I – ill, or M – medical in the register for that session

NUMBER OF SESSIONS

A place offered is for 15 hours (or five sessions) or 30 hours for eligible parents, to be arranged flexibly with parents. This can include whole days. We are happy to discuss with parents options to build up the sessions if you feel your child is not quite ready.

The Governing Body retains the right to close a session if numbers make staffing not viable. We will endeavour to let parents know well in advance.

This Policy is reviewed on an annual basis and should be read in conjunction with the FSU Parent Information Booklet