

# Admissions Policy



**Normand Croft** Community School

**An International Family of Learners**

**Agreed and adopted by:** Finance and Resources

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**Policy revisions :**

## **Our Approach to Admissions**

### **Nursery Admissions**

The places we have available are for children aged between two and five years of age. (Five years and one term is the maximum age a child can be when attending nursery as this is the statutory school starting age.)

Our Nursery provision consists of:

- One class of part-time two year olds (15 hours) and part or full time (30 hours) provision for children aged three and four years old. Additional hours may be purchased up to 30 hours per week for children aged three and over.

### **Nursery Places**

If you wish to apply for a nursery place or wish to arrange a visit to our school, please contact us on:

Tel: 020 7385 6847

Fax: 020 7610 1054

Email: [info@normandcroft.lbhf.sch.uk](mailto:info@normandcroft.lbhf.sch.uk)

We would encourage any family considering a nursery place at Normand Croft to visit and have a chat with our team before completing an application form.

#### ***Please note:***

- Funded two years old applications will only be considered with proof of funding from Family Support.
- Nursery applications can only be considered once proof of address and the child's birth certificate are provided.
- Before your child starts at the nursery, a home visit is arranged for the nursery team to visit you to find out about your child's individual needs and interests in your home.

We aim to fill places in the following order:

1. Children in public care.
2. Children defined as being in priority need within the categories of need defined by the Children Act 1989 or as having an otherwise professionally supported exceptional educational, medical or social need.
3. Children who have a brother or sister already in the school at the time of your child being eligible for a place.
4. Children who live nearest to the school in terms of walking distance.
5. Children whose parents/carers work/study locally but may live some distance from the school.

If nursery places fall vacant during the year, we aim to work closely with families on the waiting list to seek to admit children to the nursery outside the main start dates in September and January provided that it is in the best interests of the child and that the selection priorities have been met. The final decision rests with the Head Teacher.

It is the responsibility of the EY team, in consultation with the Senior Leadership Team, to move a child into a different EY group; this is not decided on the child's date of birth.

### **Reception Places**

All children must start a Reception Class in September of the academic year in which they turn 5 years old.

As with all community schools, there is **no automatic entry** from the nursery into the school's Reception Class. Nonetheless, please call us on 0207 385 6847 if you are interested in your child joining Normand Croft Reception Class either at the start of the academic year or in-year.

All applications will need to be made to admissions at your Local Authority.

The window for Reception applications is usually between early September and mid-January of the year before your child is due to start in a Reception Class. Dates for applications may vary each year. For full details please check the local authority website.

<https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/primary-school-admissions>

If you are interested in your child joining us after the start of their Reception year, or if you have any other queries about applying for a Reception place for your child at Normand Croft please feel free to call us on 0207 385 6847.

### **Looked After Children**

Looked After Children are children who, at the time of making an application to a school are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)
- previously looked after children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002
- became subject to a child arrangement order, or
- became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### **Primary Admissions – start of academic year and in-year primary admissions**

Please call us on **0207 385 6847** if you are interested in your child joining Normand Croft either at the start of the academic year or in-year.

We will be able to tell you if we have vacancies and, where appropriate, arrange an informal visit to look around the school and discuss admissions.

All enquiries and applications should be made to Admissions at your Local Authority [LA]. For Hammersmith & Fulham residents you may apply for H&F schools online.

<https://www.eadmissions.org.uk/eAdmissions/app>

**We look forward to working with you to ensure your child has a positive induction into school life at Normand Croft.**