

# Admissions Policy

## For Foundation Stage 2 (Reception)

March 2021

(To be reviewed March 2024)

Meersbrook Bank



Community Primary  
School

### Admission Limit

We have a Planned Admission Number (PAN) of 30 children.

All 4 year olds can start Meersbrook Bank Primary School, full or part-time, in the September following their 4<sup>th</sup> birthday. Parents may defer entry to school until compulsory school age if they wish, i.e. the term after the child's 5<sup>th</sup> birthday, within the same academic year, at the point they judge their child to be ready to start school.

Parents are able to choose from the following options depending on when their child reaches compulsory school age, i.e. the term after their 5<sup>th</sup> birthday:

### Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> December:

- A full-time school place in the FS2/Reception class from September

**OR**

- A part-time school place in the FS2/Reception class from September

**OR**

- A part-time place in an early years setting (15 hours)

**These children must start school in January on a full-time basis as they have reached statutory school age.**

### Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> January and 31<sup>st</sup> March:

- A full-time or part-time school place in the Reception class from September

**AND/OR**

- A full or part-time school place in the Reception class from January

**OR**

- A part-time place in an early years setting (15 hours)

**These children must start school in April on a full-time basis as they have reached statutory school age.**

### Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> April and 31<sup>st</sup> August:

- A full-time or part-time school place in the Reception class from September

#### **AND/OR**

- A full or part-time school place in the Reception class from January

#### **AND/OR**

- A full or part-time place in the Reception class from April

#### **OR**

- A part-time place in an early years setting (15 hours)

**These children must start school the following September of the next academic year as they have reached statutory school age. This would be direct entry into Year 1 and parents would have to re-apply for a school place. This school place would not be guaranteed.**

### The Admissions Process

A school place in Reception must be applied for. Parents must still apply for a place even if children have already attended Meersbrook Bank Nursery.

School places are allocated by the Local Authority in line with their admission policy. Please see the 'Guide for Parents' online at: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school.html>

Parents should receive communication from the Local Authority guiding them through the on-line application process. Parents are able to phone the Admissions Team directly if they are struggling with technical difficulties on 0114 2735766, or email [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

When places have been allocated, the admissions team will contact the parents directly to inform them of the outcomes.

### Other Considerations and Points to Note:

Following the offer of a place:

- When your child has been allocated a place at Meersbrook Bank Primary School, transferring from an early years setting or home into Meersbrook Bank Primary School is guaranteed, as the school place remains available throughout the whole academic year.
- Parents can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.
- A part-time place is a morning or afternoon session of up to a maximum of 15 hours per week. However, we will listen to any exceptional circumstances that require greater flexibility.
- A full-time school place cannot be split between a school and an early years provider.
- A part-time school place cannot be split between two or more schools.

- Where a parent wishes to transfer from an early years place to a school it will normally take effect from the beginning of the term, e.g., January or April.
- Parents who do not wish to accept the offer of a full or part-time place until compulsory school age at Meersbrook Bank Primary School may still access the 15 hours part-time free early learning place at an early years setting of their choice, e.g.
  - in a nursery class at a primary school
  - in a nursery school
  - in an eligible early years setting in the private, voluntary and community sector.

Meersbrook Bank Primary School staff will endeavour to understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Head Teacher, EYFS Leader or the FS2 teacher to discuss their child's needs and seek advice about the option most suitable for their child.

## **Transition Into School**

### **Parent's Meeting**

Parents who receive the offer of a school place at Meersbrook Bank Primary School are invited to a New Parents Meeting in the Summer Term before their child starts school. This meeting is an opportunity for parents to meet with the staff who will be working with their child, and to discuss any questions or concerns they may have.

### **Transition visits for children**

Children are given the opportunity to visit their new classroom in small groups. They will meet the FS2 staff.

### **Home visits**

Home visits are arranged for children who have not attended Meersbrook Bank Nursery.

### **Starting School**

To ensure that children have the best start to school as possible at Meersbrook Bank we stagger the start dates of new children in September. This means that children have more time to get to know the F2 staff and the daily routines.