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**F2 Admissions Policy**

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| Date | February 2017 |
| Written by | Sara Bamford |
| Adopted by Trust Board |  |
| Adopted by LGB |  |
| Review Date | February 2018 |
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There are 45 places available in F2. There are three points of admission into F2 (Reception), at the beginning of each term and these are dependent upon the child’s date of birth. Places may also be available during term time for children who are new to the area however these are dependent upon availability.

Attendance in our F1 (Nursery) class does not guarantee admission to F2 (Reception) and a school place must be applied for. Places are strictly allocated through the LA ‘Primary Admissions’ department. Applications must be made on the appropriate proforma which is available from mid September of the school year prior to admission to F2 (Reception). This proforma is available in school or by contacting ‘Primary Admissions’.

Applications should be completed by the middle of January and sent to ‘Primary Admissions’. Places are allocated by ‘Primary Admissions’ in April. Parents will be notified individually and the school will receive a list of children who have been allocated a place. This list will be regularly updated by ‘Primary Admissions’. Late applications must follow the same procedure. Places cannot be allocated by the school for F2 (Reception). All applications must be processed by ‘Primary Admissions’.

When your child has been allocated an F2 (Reception) place at Lower Meadow Primary School, this place is guaranteed, as the school place remains available throughout the whole academic year. All 4 year old children can start Lower Meadow Primary School, full or part-time, in the September following their 4th birthday. However, parents may defer entry to school until compulsory school age if they wish, i.e. the term after the child’s 5th birthday, within the same academic year, at the point they judge their child to be ready to start school.

Our new admissions policy offers greater flexibility for parents and provides a number of options ensuring that the individual needs of the child are taken into consideration. It is really important that parents and staff work together to ensure that the right option is chosen for every child to ensure a smooth transition and the best possible start for your child.

**Children who have their 5th birthday between 1st September and 31st December:**

A full-time school place in the F2 (Reception) class from September OR

A part-time school place in the F2 (Reception) class from September OR

A part-time place in F1 (Nursery) or another early years setting (15 hours)

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

**Children who have their 5th birthday between 1st January and 31st March:**

A full or part-time school place in the F2 (Reception) class from September OR

A full or part-time school place in the F2 (Reception) class from January OR

A part-time place in F1 (Nursery) or another early years setting (15 hours)

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

The following options are available depending on when the child reaches compulsory school age i.e. the term after their 5th birthday:

**Children who have their 5th birthday between 1st April and 31st August:**

A full or part-time school place in the F2 (Reception) class from September OR

A full or part-time school place in the F2 (Reception) class from January OR

A full or part-time place in the F2 (Reception) class from April OR

A part-time place in F1 (Nursery) or another early years setting (15 hours) OR

Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Y1 and parents will have to reapply for a school place. A school, place cannot be guaranteed.

A part time place in the F2 (Reception) class is for the morning session only from 8.45am – 11.45am.

A full-time school place cannot be split between school and an early years provider.

A part-time school place cannot be split between two or more schools.

If a parent wishes to transfer their child from an early years place to an F2 (Reception) place 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 Lower Meadow 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 an F1 (Nursery) class at a primary school
* In an eligible early years setting in the private, voluntary and community sector.

At Lower Meadow Primary School, we will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. As part of our transition process, we aim to visit children who are new to Lower Meadow in their previous early years setting. We also invite both the child and their parents to visit our Foundation unit prior to their admission.

If a child has specific needs it is important that these are shared with us to enable us to do our best to meet their needs. Parents are invited to make an appointment with the Headteacher to discuss their child’s individual needs and seek advice about the option most suitable for their child. Children in F2 who are still wearing a nappy will only attend on a part-time basis unless there is a medical reason for them wearing a nappy. For health and safety reasons, parents will be contacted if the nappy needs changing.

Parents will be asked to complete an ‘Admission to Foundation Stage’ form as their child is admitted to F2 (Reception). A photocopy of each child’s birth certificate will also be taken prior to admittance. When a child has been admitted to F2 (Reception), parents are invited to attend an initial parents meeting to inform them about the routines for their child’s class.

Updated February 2017