



# Haseltine Primary School Admissions Policy

## Applying for a place in nursery at Haseltine Primary School

### How and when can I apply for a place in the nursery?

Haseltine Nursery admits 3 and 4 year olds. Children may start in the nursery after their third birthday, but you can apply for a place after your child has turned two. You can collect a nursery application form from the main reception, Monday - Friday between 8:15am and 4:00pm.

### If I apply in advance, am I able to secure my child's place sooner? How are places allocated?

Places are not allocated on a "first-come-first-served" basis, so early applications will not be considered before others. Instead, places are allocated in the following order:

1. **Children over 3 in Public Care.** A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).
2. **Children with exceptional medical or social needs, specifically suitable for this our school.** (This may need to be supported by professional documentation, supporting why the child's needs are best met by this school).
3. **The child's birth date** (older children will get priority over places when places become available).
4. **Children with a sibling on roll at the main school.** Siblings must live at the same address and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and step-siblings.
5. **Children who live nearest to the school.** All distance being measured in a straight line from home to the main gate.

If the school is oversubscribed entirely with siblings, priority will be given to:

- Children in public care
- Children with exceptional medical or social need
- Those children living nearest to the school.

### How many places are available?

We offer up to 13 full-time places (under the 30-hour funding). If we do not fill these spaces, we will fill them with part-time places. In addition to 13 full time places, we will offer 26 part-time places, in either a morning session or an afternoon session (15 hours per week). From September 2017, the nursery class has 26 places in each session, up to 13 of these places will be full time, with the remaining 13 in each session being part time. The majority of children start nursery in the September after their 3rd birthday. Some places may become available at other times of the year.

### Is my child eligible for 30 hours of free Nursery funding?

Not necessarily as not everyone is eligible. But everyone will still receive the 15 hours free childcare that is currently available. The 30 hours funding is applicable to term time only places and so covers 38 weeks of the year.

### Eligibility rules for 30 hours free childcare:

- Your child will be aged 3 or 4 when the scheme starts in your area
- Both parents **must** be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

If you are eligible then you will need to open an online account. This will be done through the government website, [GOV.UK](https://www.gov.uk). Once we have verification that you are eligible for 30 hours funding we will be able to confirm whether we can offer 30 hours within Haseltine Nursery. If we do not have space to offer this then you can split your 30 hours between our Nursery and another provider, with 15 hours at each place.

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### **Can I apply to more than one nursery?**

Yes. You can apply to any nursery in your local area and can make multiple applications. However, you can only take up one free nursery place - you will need to pay for the additional hours if you have your child in more than one nursery.

### **When will I hear if my child has a place?**

You will hear in May if you have been offered a place for the following September. We have a very high number of applications and therefore only write to you with an offer, we do not write to you if you are not offered a place. Most children will have 3 terms in nursery (September- July). Some children may have up to five if spaces are available. Sadly, some families are disappointed and are not offered places at all. You will need to make a decision about the session you would prefer (morning or afternoon). Sessions will be allocated on a "first-come-first-served" basis.

### **What happens once I have been offered a nursery place?**

Once you have been offered and accepted the place we will need to see your child's birth certificate and passport (if possible). We also need a means of proving the child's home address.

This must be:

- A council tax statement and an up to date gas, electricity or water bill and either a tenancy agreement or mortgage statement or title deed.

### **What happens next?**

The school will write to you and let you know when the Nursery Starters Event will take place. This is intended to give your child the chance to meet the nursery staff and get to know a bit more about the school. You will also make an appointment for a home visit in the first two weeks of September. The nursery teacher and another member of staff will visit you and your child in an environment where they feel safe and confident. This will support them to have a smooth transition into nursery. During the visit the nursery teacher will let you know the starting date and settling procedures for your child. She will also discuss the arrangements for ensuring that your child's start in the nursery is a happy and confident one.

### **What if my child doesn't get a place - Can I make an appeal to the Local Authority for one?**

No. Nursery education is non-statutory. This means it is not compulsory for children to attend a nursery.

**If my child has a place in the nursery does it mean they will get a place in the main school?** No. Places in the main school are allocated according to the admissions criteria specified by Lewisham Local Authority. A child's nursery placed will not have any weighting in their application for Reception. See 'Applying for a place in Reception'.



## **Applying for a place for Haseltine Primary School's Reception class**

### **When do children begin school in a Reception Class?**

Children start a reception class during the academic year (1st September – 31st August) in which they will turn five. All children are able to start at the beginning of the academic year in September.

### **Can I delay my child's place?**

In special circumstances, parents can opt for their child to attend part-time until they are 5. Parents have the right to defer entry to the term after their child becomes 5. For summer-born children (those born between 1 April and 31 August) only, Lewisham LA will consider a parent's request to delay their child's entry to a community school until they reach compulsory school age (5 years old) and be admitted to Reception class rather than Year 1 with children of the same age range.

Before deciding to request to delay your child's admission, you should first contact the school. We will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of summer-born children and how those needs will continue to be met as children move up through the school. Each child's circumstances are considered on a case-by-case basis by Lewisham LA and a decision will be made in the best interests of the child.

### **How and when can I apply for my child's place?**

You can begin applying for school from the September before they would start, e.g. if your child was due to start Reception in September 2020, you can begin to apply in September 2019. The deadline for applications is always in early January each year. Please check on the Lewisham LA website, this alters from year to year depending on term dates.

Applications for admission to primary schools are made by visiting <http://www.eadmissions.org.uk/>. The online form will ask you to name six schools and to rank them in order of preference. You will select the appropriate borough for your address and the form will automatically be sent to that borough. You can still select a Lewisham school if you live in another borough, but you will still need to communicate with your borough about application forms and places.

Any Parents/carers who do not have access to the internet, can use any Lewisham Library where internet access is available and free. We also run support sessions for parents in November and December in The Haseltine Hub.

### **Which forms of proof do I need to provide?**

Proof of Parental Responsibility and permanent home address must be provided with the common application form by scanning and uploading the documents with your online form. If you need support with this please speak to a member of the Nursery team who will direct you to the appropriate support session.

Acceptable proof of parental responsibility can include the most recent copy of one of the below, confirming you and your child's name:

- child benefit
- child tax credit
- child tax fund letter

Proof of permanent home address will include a photocopy of:

- current council tax statement
- a tenancy agreement
- residence orders or other court orders

If you have recently moved to the area they will require the following information:

- closing accounts for the original property
- official confirmation of the end of tenancy or house sale
- tenancy agreement with a commercial letting agency must be for more than 12 months and go beyond your child's start date or a solicitors' letter confirming the purchase of the new property.

If you are unable to provide any of these documents, please contact Lewisham Admissions (0208 314 8282) for advice.

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The London Borough of Lewisham may check the details which you provide against records held within the Council and by other agencies. You are advised not to use false or fraudulent information in order to gain a place at the school. The decision to offer a place is then made by Lewisham Local Authority, not the Head Teacher of each school.

### **How many places are given each year at Haseltine Primary School?**

There are two classes of 30 children.

### **Are there many applicants each year?**

Yes. For each place we have several applicants, however many of these applicants will also have applied to other schools too. Usually, around half of places are allocated to siblings.

If the school is oversubscribed entirely with siblings, priority will be given to:

- those with exceptional social or medical need
- those living nearest.

### **How does my child get a place in the reception class?**

The Head of Admissions allocates places for Lewisham Education, in conjunction with the Director of Children and Young Peoples' Services, and decisions are made to give priority in the following order:

1. **Children over 3 in Public Care.** A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).
2. **Children with exceptional medical or social needs,** specifically suitable for this our school. (This may need to be supported by professional documentation, supporting why the child's needs are best met by this school).
3. **Children with a sibling on roll at the main school.** Siblings must live at the same address and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and step-siblings.
4. **Children who live nearest to the school.** All distance being measured in a straight line from home to the main gate.

### **How does the LA decide which is nearest to the school?**

Every address is measured from the home to the main school gate. Admissions Section at Lewisham Council make the measurements using a software package known as Data map. The route is measured in a straight line. Only the child's home address (where the child actually lives) can be put on the application form. If an application is made with false information the offer can be withdrawn.

### **What if we move addresses?**

Children who move addresses after they have started school may continue at that school, as long as their attendance and punctuality is not affected by moving further away.

### **When will I know if my child has a place in the reception class?**

Decisions will be made after the closing date for the year's intake. You will be notified by email from the eadmissions website where you made the original application by the end of April.

### **What happens once I have been offered a place in the Reception class?**

Once the LA has offered your child a place and you have accepted it, the school admin officer will write to you asking to see your child's birth certificate or passport. If a residence or court order is held this should be provided. After we have verified the information we will then confirm your child's admission to school.

### **What if I am refused a place in the school I want for my child?**

You may decide to:

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- **Stay on the waiting list.** Lewisham Local Authority keeps waiting lists for one year only, however, you may renew the application each year. You will need to communicate directly with Lewisham about the waiting lists.
- **Appeal against the decision not to offer a place for your child.** An appeal is made to the Local Authority.

Details of how to make an appeal are available from:

Director of Children and Young Peoples' Services,  
Primary Admissions Department  
Laurence House,  
Catford,  
London SE6 4RU  
Tel. 0208 314 8282

#### **If they start in another school can they come to Haseltine later if a place is offered?**

Yes – if the Local Authority notifies you that your child is next on the waiting list and a place becomes available because a child has left the school.

#### **My child is already at another school but I want to move them. Can I apply to Haseltine?**

Providing the child has not been excluded from another school you may apply for a place at Haseltine. See the section 'admissions to current reception class and years 1- 6' also called 'In-Year Admissions'.

#### **If there isn't a space currently, is it likely that I'll get one in the future?**

Sorry, it is impossible for us to answer that questions! We never know when children will move out of the area or to a new school. In our experience, places do sometimes come up throughout the year. It is therefore possible that we may be able to accommodate your child at some stage of their primary school career.

#### **Can I apply to the school even if we don't live in the area?**

Yes. You may apply to any school of your choice through your LA. A place will be offered if there is one available and your child has the greatest entitlement of all of the children on the waiting list.

#### **Can I visit the school before making an application?**

Yes. We have an parent tours every other week for visitors and prospective applicants, please see the [School Calendar](#) for the next tour date. In addition, the receptionist can let you know the date of the next tour.

## **In-Year Admissions (Admissions to current Reception Class and Years 1-6)**

All admissions are dealt with by Lewisham Admissions Team. Lewisham residents must apply on the Lewisham 'In-Year Common Application Form' (iCAF). Forms are available online at [www.lewisham.gov.uk](http://www.lewisham.gov.uk) or can be collected in person (Monday – Friday 9.00am – 12 pm) from the access point at Laurence House, Catford, London SE6 4RU. Other borough's residents must apply on their own borough's iCAF but can name Lewisham schools.

In line with Lewisham's primary protocol, parents and carers are asked to discuss the transfer with the Head Teacher of their current school once a place at the new school has been offered. The Head Teacher will then need to confirm in writing that this discussion has taken place. Transfers between schools usually take place at the start of each half term unless there are compelling reasons for an earlier transfer.

For further information contact the Primary In-Year Admissions Officers on 0208 314 8282.

If you need further information please contact the school office or contact Lewisham School Admissions [here](#) via their website.

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