



MEYNELL
NURSERY & PRIMARY SCHOOL

Admissions Policy

Author:	S Tewson
Committee:	-
Last Review/Update:	March 2019
Level of Change:	-
Next Review:	May 2025

Aspire . Believe . Explore . Achieve

Admissions Policy

The aim of this policy is to ensure that a clear admissions policy is available in school and this is in line with the LA policy. It will be implemented by Meynell Primary School and any evaluation will be completed by the LA.

Admission into Reception at Meynell Primary School from September 2018 and Subsequent Years

All 4 year old children can start Meynell Primary School, full or part-time, in the September following their 4th birthday. 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.

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

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

- A full-time school place in the Reception class from September
OR
- A part-time school place in the Reception class from September
OR
- A part-time place in an 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 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 full-time as they have reached statutory school age.

Parents must note:

- Attendance at the school's nursery does not guarantee admission to the school and a school place in Reception must be applied for – please see the 'Guide for Parents' page 31 available from Pupil Admissions or view guidance on-line at: Apply for a school place (sheffield.gov.uk)²
- 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.
- When your child has been allocated a place at Meynell Primary School, transferring from an early years setting or home into Meynell Primary school is guaranteed as the school place remains available throughout the whole academic 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 Meynell 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 sectorParents should contact Sheffield Information Link on 0114 273 4855

Meynell Primary School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

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

- A full 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)

Wait until compulsory school age - the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.

Admission into Nursery at Meynell Primary School from September 2018 and Subsequent Years

The **3-4 Nursery** at Meynell has **52 places** at any time.

Children who have their 3rd birthday between 1st September and 31st December:

- A place in the Nursery from January consisting of up to 15 hours FEL providing there are places
 - A place in the Nursery from January consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.
-

Children who have their 3rd birthday between 1st January and 31st March:

- A place in the Nursery from April consisting of up to 15 hours FEL providing there are places
 - A place in the Nursery from April consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.
-

Children who have their 3rd birthday between 1st April and 31st August:

- A place in the Nursery from September consisting of up to 15 hours FEL providing there are places
- A place in the Nursery from September consisting of up to 30 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

The Nursery provision can be taken in a combination of days or half days over the week. These being every morning, every afternoon, all day Monday all day Tuesday and Wednesday am or Wednesday afternoon, all day Thursday and all day Friday.

Any hours which are additional to the FEL of 15 or 30 will be charged for.
If places are not available for the intake indicated a place will be offered for the next available time.

2-year-old Nursery

The **2 year old Nursery** at Meynell has **20 places** at any time.

Children who have their 2nd birthday between 1st September and 31st December:

- A place in the Nursery from January consisting of up to 15 hours FEL providing there are places
- A place in the Nursery from January consisting of up to 15 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

Children who have their 2nd birthday between 1st January and 31st March:

- A place in the Nursery from April consisting of up to 15 hours FEL providing there are places
- A place in the Nursery from April consisting of up to 15 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

Children who have their 2nd birthday between 1st April and 31st August:

- A place in the Nursery from September consisting of up to 15 hours FEL providing there are places
- A place in the Nursery from September consisting of up to 15 hours FEL providing parents are eligible and have the code before the start of the term and there are places.

The 2 year old Nursery provision can be taken in either every morning or every afternoon sessions.

If places are not available for the intake indicated a place will be offered for the next available time.