



# **ADMISSIONS POLICY**

January 2022

## Admissions Arrangements for Jubilee Primary School

Once your child has been allocated a place at Jubilee, you will be contacted by a member of the Senior Leadership Team to welcome you, check that you accept the place, and organise a home visit if possible. This is where your child's new teacher and either a member of the Senior Leadership or Pastoral team from the school visit you and your child at home. We find these visits highly valuable to both the family and the school team in establishing a positive, supportive relationship from day 1. If there are restrictions at the time of admission on social contact due to infection in the community, we will organize a meeting via video link or visit to school in place of the home visit.

### Admission Criteria for the Nursery

#### Admissions to Nursery:

Every 3 year old child is entitled to 15 hours free nursery education, funded by the government, from the term after their 3rd birthday At Jubilee, we offer part time 15 hour Early Week or Late Week nursery places:

Early Week sessions run on Monday 9-3:25, Tuesday 9-3:25 and Wednesday 9-12

Late Week sessions run on Wednesday 12:30-3:25, Thursday 9-3:25, Friday 9-3:25

At Jubilee we offer full time nursery places for children of working parents who are entitled to 30 free hours childcare. You can apply for 30 free hours childcare online once your child reaches 2 years and 36 weeks at <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Once you complete the application, you will be issued with an 11 digit code which will be verified by the school office each term.

If you would like to apply for a nursery place for your child, and they are aged 2 years old and above, please apply online via our [website](#). (Please be aware that there is no automatic right of admission from the Nursery to the main school, and that children in the nursery will still need to apply to Jubilee Primary School for Reception through the online application system, accessible from the 1<sup>st</sup> September to January 15<sup>th</sup> before the year they are due to enter Reception.)

Children are admitted after they turn three years old. Consideration is given to the following criteria when offering nursery places:

- The proximity of the home to school.
- The educational, social and medical needs of the child. (Evidence may be required)
- Siblings

Where families do not qualify for the 30 hours funding, there may be an option to pay a top up charge to enable the child to attend full time. This may only be offered if there is a corresponding space in the week for the child

to attend, for example if the child attends during the early week, then there must be a space in the late week available. The charge is £75 a week.

### **Admission Arrangements for starting School**

Children are able to start Primary School in September if their 5th Birthday falls between 1st September and 31<sup>st</sup> August of the following year. To register, you will need to log in online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk), and provide evidence as to your home address and child's birthday. You may register your child from 1<sup>st</sup> September to 15<sup>th</sup> January in the academic year before they are due to start Reception. Early registration does not give priority, however, registration after the January deadline may mean that your application does not receive equal treatment to those made before the deadline.

### **Oversubscription Criteria**

Hackney Learning Trust determine the oversubscription criteria. Where there are more applications than places available, the following criteria will be used to decide which children will be allocated places:

Places will be offered to children using the admissions criteria as set out below.

Children with an Education, Health and Care Plan naming a school will be admitted to that school and counted against the admission number. The remaining places are offered in the following priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children subject to a Child Protection Plan.
3. Children whose exceptional medical or social need justify the allocation of a place at a particular school.
4. Children with a brother or sister on roll at the school in Reception to Year 6 at the time of the proposed admission. In cases where the family has moved address since the last sibling was offered a place priority will only be given where the family continue to live within 0.75 miles of the school.
5. Children of teachers in either or both of the following circumstances subject to there being no more than one teacher in each class:

Where the teacher has been employed at the school for two years at the time of the application for (admission) and/or

The teacher has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

6. Applicants living nearest to the school.

### **Tie Break situation**

In the event of a tie break situation where two or more children meet the criteria as stated above, the distance from the public footpath directly outside the front door of the child's address, to the gates of the school's main entrance on Filey Avenue will be used.

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### **Meetings for New Parents**

Reception parents' meetings are arranged in the Summer and Autumn terms to give information about expectations for the Reception classes.

### **Notification of an offer of a School Place for Reception Class**

Eadmissions.org.uk will notify parents and carers of an offer of a school place. An email is sent in mid-April, or alternatively you can download the ParentComms app or log on to the eadmissions portal to view the result of your application.

### **After a child has been offered a place (for mid-year admissions)**

- Jubilee will arrange a home visit for a child within 5 days of the Hackney Learning Trust notification of a place.
- In all but the most exceptional circumstances, children will start attending 5 days after this home visit.
- In the case of an application being brought to the FAP (Fair Access Protocol) panel, we will respond to decisions of the panel within 5 days and we will admit the child within 10 days.

### **Vacancies**

We communicate vacant spaces in each year group to the Local Authority on a 2 to 3 week basis. You can view the vacancies [here](#).

### **Hackney School Application Guide**

Comprehensive information about applying to Jubilee Primary School can be found [here](#).