



# Fleet Primary School

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Headteacher: Don McGibbon



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## Admissions Statement & Policy

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### Starting School

Making a decision about which school is right for your child is very important. We welcome and encourage parents who are interested in Fleet to contact the office to make an appointment to take a tour of the school with the Headteacher. You can phone with any questions you may have and Lisa in the office will be happy to answer any questions you have on 0207 485 2028 or if you want to email you can do so on [admissions@fleet.camden.sch.uk](mailto:admissions@fleet.camden.sch.uk) and we will aim to respond as soon as possible.

### School Tours

Prospective parents are welcome to visit the school. The head leads tours of the school regularly each term, usually on Thursday mornings. Information on the dates of upcoming tours and booking of places can be made by telephoning the school office on 020 7485 2028 or by sending an email to [admissions@fleet.camden.sch.uk](mailto:admissions@fleet.camden.sch.uk)

Information can also be found on the following page on the school website:

<https://www.fleet.camden.sch.uk/parents/admissions>

### School Tours During Restrictions

We may, at short notice, have to reintroduce certain in school restrictions that means face-to-face visits for tours have to be suspended as we did during the Covid pandemic. Should this occur we would continue to offer school tours but these would be done virtually using Zoom. The head teacher will show you round school and answer any questions you may have online. These would continue to be on a Thursday morning. You would book places the same way as usual, by emailing the admissions team on [admissions@fleet.camden.sch.uk](mailto:admissions@fleet.camden.sch.uk) or by phoning the office on 020 7485 2028. You would then be given the Zoom link to join.

### Admissions Criteria

We follow the Camden Criteria for all admissions - both those through Camden for the start of Reception and those we manage ourselves for in year admissions. Priority is given to children in the following order (taken from the Camden Primary Admissions Booklet):

In the event of oversubscription, places will be offered in descending order to:

- a) Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling\* (brother or sister) at the same school who will still be on roll when they join. \* Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is being sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts. Only pupils in Reception to Year 5 can be considered as siblings for reception coordinated admissions. Nursery pupils cannot be considered as siblings because they are not compulsory school age.
- c) Children whom the Council accepts have an exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school measured 'as the crow flies' from the home address to the centre of the school. The address given must be the one in which the child normally resides. Distances are measured using a computerised mapping system.

## Applications to Nursery

**We currently operate a policy of FREE full-time (30 hours) Nursery places to all children.**

Our nursery has an intake each September. Children enter the nursery in the September following their third birthday. If there are any empty places we will consider intakes in the Spring and Summer term for children who turned three the previous term. These children would not enter Reception early but remain in Nursery for the following academic year.

Application forms for nursery may be obtained from the school or can be downloaded from the school website 'Admissions' section:

<https://www.fleet.camden.sch.uk/ckfinder/userfiles/files/Miscellaneous/NurseryApplicationForm-2022.pdf>

For the September intake these application forms need to be returned to us by the end of the preceding February. Parents will be informed if their application has been successful as early as feasible.

As mentioned previously, currently the school has made provision to continue to offer 30 hour full time places to **ALL** children on the agreement that those who qualify for any funded places apply for them and provide us with the codes. It may not be financially possible long term to fund the Nursery this way. This is reviewed by the Governing Body regularly and could be subject to change. If 30 hours for all children is not possible we may move to a model of funded places for those eligible, 15 hour places for those not, and the option of paying to top up to 30 hours through direct payment. Any change to the current 30 hour places for all will be shown on this page if or when the governing body make any changes. The two types of funding we would ask you to apply for (and we can support you to do this) are shown below.

### **HMRC funding**

The government has funding available for 30 hours for some children. You may be entitled to 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you're over 25.

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000

To qualify for a funded place of 30 hours for your child, you have to apply using the government portal. This can be a complicated process but we are happy to support you with this. If your application is successful you will receive a code which you will need to give to the school. The code will need to be provided before the end of the Summer holidays so that the place is fully funded for the Autumn Term. Parents have to reapply for this funding 3 times throughout the year. We understand that this is a lot of work, however these are the rules imposed by the government for this funding. Without the codes three times a year we cannot guarantee your child a 30 hour place. Any support you need or clarification in any of the process please don't hesitate to come and ask in the School Office.

### **Camden Enhanced Funding**

Camden does currently have a limited amount of funding available for families facing financial hardship where neither parent works or are on low income to offer 30 hour places to these families. There is an application process that the school will take you through if you haven't qualified for the government funding.

It is important to note that a place in our Nursery does not guarantee a place in our Reception Class.

## Applications to Reception

There is one intake into our Reception class in September and places are allocated by the Camden Admissions Team via the e-admissions portal <https://www.eadmissions.org.uk/eAdmissions/app>. Parents should read the 'Starting School' booklet (found at <https://www.camden.gov.uk/primary-admissions>) and then apply online by the January deadline (see the website link and booklet for the specific date each year).

You can contact the Camden Admissions Team on by email: [admissions@camden.gov.uk](mailto:admissions@camden.gov.uk) or by calling 0207 974 1625. Parents are notified of the outcome of applications in April.

## Successful Applications to Nursery and Reception

If you are successful in obtaining a place in our Nursery or Reception classes, you will be invited to an information morning for all families before the Summer break. This meeting is an important part of the induction process and goes a long way to helping new families learn more about the school.

We will then also arrange a home visit to visit you and your child at home - this is likely be in September, however, time willing, some visits may take place in July. During these meetings, you will be given a start date and details of your child's expected programme of transition.

Children start off with spending part of the morning in the setting, before building up to staying for lunch and then full days. This can take anywhere from a week to a month depending on the individual child.

We will endeavour to have your child start full time as soon as we and you feel they are ready as we want their introduction to Fleet to be a positive one. Of course we understand this can be difficult for some families and will endeavour to work together to ensure the transition is a smooth and quick one. If at any time you are unsure of the process, or feel things are going too slow or too fast for your child we encourage you to speak to us so that we can work together.

When children come into Reception, we start with the children new to Fleet (those who did not attend our nursery) followed by the children coming up from our nursery – usually in age order starting with the youngest.

## Applications at other times (casual admissions)

Applications for a place in Years 1 to 6, or applications to Reception during the academic year, should be made directly to the Fleet School Office. You will be asked to complete a form (which can be downloaded from the website - <https://www.fleet.camden.sch.uk/MainFolder/3-Parents/In-year-Application-Form-Mar-14.pdf> - or picked up from the office). You will then be informed if our school has a place for your child or can be placed on a waiting list until such time a place does become available.

If a place is available, you will be invited to the school to discuss your child starting. If you wish to transfer your child from another local primary school, out of courtesy we ask that you inform the

other school of your intention. We will not accept the application until it has been signed by the head of the current school.

**Updated November 2023**

**Review November 2024**