SPARKEN HILL
ACADEMY

Foundation Stage 1 Admissions Policy

Rev	Date Issued	Prepared By	Approved	Comments
Sept 2025	Sept 2026	KP		

Starting school is a very important step in every young child's life and at Sparken Hill Academy we place great emphasis on these early years. We will do everything we can to make sure your child feels secure and happy with all aspects of school life.

We believe the key to every child's success is a strong partnership that we can build between parents and the school, which will allow a positive start to their school and learning journey.

Your involvement and support remains vital to your child's development.

Application Process

Our admissions process is dealt with in school. You can apply any time up to when your child is due to start school. Foundation 1 places are allocated to pupils in the term after their 3rd Birthday. Offers will be made based on a "first come - first served" basis.

Once you have completed an application form, we will calculate the date that your child is due to start and inform you whether your child has a place **one school term** before the due start date.

Prior to your child joining us, we will endeavour for them to have a 'Getting to Know You' session along with a parent/carer meeting.

Places offered from January 2026 will follow the same admission criteria as published in our current Admissions Policy.
When considering admissions, we are mindful of staff/child ratios and the facilities available at our setting. We have a current admission number of 39 sessions per morning and 39 sessions per afternoon. If our Foundation 1 Unit is not oversubscribed, all applicants will be offered a place.

Attendance in our Early Years (Foundation 1) at the Academy does not automatically guarantee a Reception (Foundation 2) place.

If our Foundation 1 Unit is oversubscribed

Sparken Hill Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs (SEN) or Educational Health and Care Plan (EHC) naming the Academy (this will be based on a consultation exercise whereby the Academy will confirm whether it can statutorily meet need).

After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

Oversubscription Criteria

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling* attending the school or the linked junior/primary school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who, at the time of admission, will have a sibling* attending the school or the linked junior/primary school
5. Other children who live outside the catchment area

* Sibling: is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half-brothers or half-sisters, legally adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Should the Academy receive more than 6 applications on our waiting list, consideration will be given as to whether a further group is feasible.

Available Sessions:

We offer the following sessions:

- Mornings Only 15 Universal Hours
- Afternoons Only 15 Universal Hours
- Full time 30 Hours *(15 Universal & 15 Extended,)*

15 Universal Hours- Mornings or Afternoons

All children aged between 3 & 4 years are entitled to the Government's universal funding. This allows for children to attend for 15 hours each week in term time. These are non-transferable and will either be 5 morning sessions or 5 afternoon sessions.

30 Hours *(15 Universal Hours & 15 Extended, including 1 hour lunch club)*

Parents should use the online HRMC eligibility checking system at www.childcarechoices.gov.uk to obtain an eligibility code for 15 extended

hours. If you experience any problems checking your eligibility please contact the Customer Interaction Centre on 0300 123 4097.
If you are eligible and we have the capacity to admit your child, then they can either bring a packed lunch or choose a school dinner at a cost of £2.95. There is no cost for bringing a packed lunch from home.

The Aims of Foundation 1

We aim to provide a safe, secure and stimulating atmosphere with a well-organised and attractive environment that will encourage all children to be happy, confident and independent with a positive attitude to learning.

Before starting at Sparken Hill, your child will be allocated a key person who will be your first point of contact for sharing information about your child.

We provide a broad, balanced curriculum through carefully planned activities and experiences that follow the Early Years Foundation Stage curriculum and have a strong emphasis on structured learning through play and child-initiated activities.

We strive to meet the needs of individuals through a flexible approach to teaching and learning.

Should you have any questions relating to Admissions to F1 or a general F1 enquiry then please sue the email address below:

fs@sparkenhill.com