

KPI Admission Arrangements 2022/2023

Admissions

Please find below a quick guide of how to apply for places at Kiveton Park Infant School, Rotherham. Please note (as outlined below) that the application process differs for Foundation Stage 1 (Nursery) and from Foundation 2 (Reception) to Year 2.

Admissions to school at Foundation Stage 1 (Nursery)

Kiveton Park Infants provides a Foundation Stage 1 (Nursery) facility on a part time and full time basis. Part time children can attend a three hour morning or afternoon session, or a mixture of both. Full time children can attend for 30 hours a week. Applications for places at our Nursery are handled and processed directly by the school in line with the Rotherham MBC Children and Young People's Services admissions policy.

Children's names can be placed on our waiting list from birth, and places are offered usually in the September after the child turns 3 years of age. We are also able to take children the term after their 3rd birthday, if this falls before September. These children are referred to as 'Rising 3s'. To register interest for places in our Nursery please either call the school office or complete and return our application form, which can be found on the school website. As places become available we will contact people on the waiting list with a view to completing the application process.

Please note that there is no automatic transfer between Foundation Stage 1 (Nursery) and our Foundation Stage 2 (Reception), therefore securing a place in our Nursery does not guarantee a place in our school. For that reason, all parents must submit an application for a full time place at school.

Admissions to school from Foundation 2 (Reception)

We are part of the James Montgomery Academy Trust (JMAT), but follow the Admission Arrangements for Rotherham Metropolitan Borough Council (RMBC) Children and Young People's Services. As a result, all admissions to school from Foundation 2 are governed by the admissions policy of the local authority as detailed in the Admission to Primary School Booklet. Children start school in the autumn term of the school year in which they turn five years old.

It is the responsibility of parents/carers to apply for a school place and if your application is late, you are less likely to be granted a place at one of your preferred schools.

The closing date for applications is 15 January 2022 with the offer day being the 19 April 2022.

You can apply for a place via the RMBC website using one of the following methods:

- (i) Complete the online form between 1 August and 3 December
- (ii) Download, complete and return a Common Application Form by post by the closing date of 15 January

Please note that Kiveton Park Infant School, as with all other controlled schools, does not have the authority to grant a place at the school directly. Therefore Rotherham MBC Admissions must be the first contact for any admission enquiries.

Admission Limits 2022-2023

Nursery (F1): 33 full time equivalent (FTE) places.

Reception (F2): 45 full time places*

Year 1: 45 full-time places

Year 2: 30 full-time places

* The admission number for the 2022-2023 academic year is 45 and all children will be admitted during the Autumn Term prior to their 5th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child.

All children will be admitted by the term following their 5th birthday - compulsory school age.

Transferring school during the school year

Parents are advised to contact their child's current Head Teacher to discuss their intention to apply for another school place before submitting an application. You can submit your application by completion of the Common Application Form (Transfers), which can be found here

<https://www.rotherham.gov.uk/xfp/form/272>

- Please do not apply direct to your preferred school. Completed application forms should be returned to the Rotherham School Admissions Team who will liaise with your preferred school.
- If there is more than one child on your application each child will be considered on an individual basis. If a child is offered or admitted to a school it does not guarantee a place at that particular school for any other child/children in the family.
- If you are not moving house but wish your child to transfer school please complete the Common Application Form (Transfers). It is possible that your preferred school will contact your child's current school on receipt of your application.

If you are moving house please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move. We may ask for confirmation of your new address.

- If your child is moving to Rotherham from an address within England you should first contact the local authority where you currently live to make them aware.
- If you are moving to another Authority you can apply for a school place through Rotherham's school admission team before you move. You may wish to discuss availability of places with the Admissions Team in the new authority.

If your application is unsuccessful you will be offered a right of appeal to an independent appeal panel.

Visit our school

Throughout the year we can arrange tours of the school which give prospective parents/carers and children a valuable insight into our school, how we work and its facilities. These visits are by appointment only and to find out more information and/or make an appointment then please call the school office on 01909 770303.