Admissions Policy

STATUS:	DATE AGREED:	REVIEW DATE:
Policy: Statutory/Recommended/Additional	July 2021	July 2023
WRITTEN BY:	**GB SIGNATURE:**	
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CONSULTATION:		
Admin team , Teachers, Early Years Team, Leadership Team, , Governors		
RESOURCES AND REFERENCES:		
Links to other policies: Nursery Admissions Policy, Early Years Foundation Stage Policy, West Berks Admission Arrangements 2016-17 for Community and Voluntary Controlled Schools ,		

PURPOSE AND AIMS:

By law, all children must start full-time education no later than the beginning of the term following their 5th birthday. This is called Statutory School Age. In fact, most children start school before they are 5, in the September of the academic year in which they are 5.

We believe that pupil's admission into school should be as smooth as possible and that all parties involved should be clear about procedures and protocol, in order to give children and their families a good start to their time at Spurcroft.

Aims

To ensure smooth induction process which meets the emotional needs of children and parents at this potentially difficult time, **whichever year group children are being admitted into, and whenever that occurs within the school year.**

To ensure the process is effective and efficient and gives children and parents the information that they need at the appropriate time.

ROLES AND RESPONSIBILITIES:

The Head Teacher Is Responsible For:

- Ensuring admissions procedures are followed and effective in ensuring a smooth induction into school
- Making parents and children feel welcomed into the school

The Team Leaders Are Responsible For:

- Supporting teachers, children and their families with their move to Spurcroft.

The Inclusion Team Leader Is Responsible For:

- Seeking extra information from previous settings or external agencies about vulnerable children or children with SEND
- Sharing information with the SLT and class teachers where appropriate

The Admin Team are Responsible For

- Giving clear and accurate information and forms to parents
- Sending letters out on time
- Organising transition procedures, and ensuring there are clearly shared with parents
- Requesting information on a new child in advance of their start date linked to progress and attainment in core subjects, attitude and behaviour as well as requesting formal records be forwarded to the school
- Passing on information about new children to the class teacher before the child starts school
- Inputting new pupils onto the school database and updating Target Tracker
- Giving teaching staff the appropriate resources for a new child before they start school (eg exercise books, book labels)

- Organising the allocation of a house for children (Year 1 onwards)
- Ensuring a school representative attends appeal hearings and that documentation to support the school is given for this

The Teaching Staff Are Responsible For:

- Ensuring that children settle well into school and that good lines of communication between home and school are maintained
- Meeting the child's emotional needs (allocating a buddy, monitoring the settling in process over time)
- Ensuring basic resources are prepared in time for the first day (books, reading record, peg label, tray etc)
- Assessing the child's basic skills as soon as possible (reading/comprehension age, , independent writing, maths skills etc)
- Appropriately matching work to the needs of the child to minimise break the potential in their learning when first joining the school
- Using information from the child's previous setting to meet their needs

Governors Are Responsible For:

- Ensuring all of the appropriate policies are followed during Nursery Admission meetings.
- Supporting the school in attending appeal meetings for admissions as appropriate

PROCEDURE STATEMENT:

Procedures for applications into school

1. Parents are required to apply to school for Nursery applications. The allocation of places into our Nursery is the responsibility of the school and the school has a separate Nursery Admissions Policy. The allocation of a place into Nursery does not guarantee a place in Reception (F2) and the school needs to do all that it can to make sure parents understand this.
2. Parents are required to apply to West Berkshire for admission into all other year groups, and West Berkshire Council is responsible for the allocation and confirmation of places. The procedures for this are laid out in the West Berkshire Admission Arrangements 2016/17 for Community and Voluntary Controlled School which is adopted in full as a separate policy. Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel.

Procedures For Entry Into School

1. The school offers 52 part time F1 (Nursery) places. We currently have an admission number of 60, which came into effect September 2020.
2. All prospective parents will be offered a tour of the school and will be given a prospectus and given clear guidelines on admissions procedures
3. Once children are admitted into school, previous records are requested from the setting they come from
4. Where a transfer from another school is requested then a meeting with the Headteacher may be required to establish any issues and to ensure that the transfer is in the child's best interest
5. Children are placed in appropriate classes by the school and wherever possible siblings will be in different classes to each other. In Early Years, twins and siblings can be placed together in order to support transition into school. This is decided in conjunction with parents.
6. When parents have accepted a place in school they will be given details about class, teacher, procedures and school uniform, a Home/School agreement, an Images Consent Form (ICT policy), information on the acceptable use of the internet (ICT policy), E-mail and network log in details if appropriate, prospectus (if not already received), a Code of Conduct document, Pupil Premium information, allergy/permission to taste letter and a permission to walk letter. Starting School Booklets and information on 'Tapestry', the online Learning Journal are also given to parents of children entering the Early Years Foundation Unit.

Induction Arrangements for Children Entering the Early Years Foundation Stage

1. The half term before entry into the unit parents are offered a tour of the school and presentation on school

expectations and procedures

2. A starting school booklet is given which contains key information about the EYFS unit, staffing and curriculum
3. Each family and child is visited at home by the staff who work in the class that they will be in
4. Where possible staff will visit children in their current nursery or pre-school setting and liaise with staff who work with the children about their needs
5. Children have a series of induction visits

   F1 (Nursery) Children:

   a. Invitations to a series of 30 minute drop in sessions with their parents. Children do not need to attend them all and do not need to stay for the session

   F2 (Reception) Children:

   a. Invitations to a series of 30 minute drop in slots with their parents. Children do not need to attend them all and do not need to stay for the whole session
   b. A half day visit without parents in school
6. For children entering with Special Educational Needs other arrangements need to discussed with parents. These could include meeting the Inclusion Team Leader, being given a transition book which may include of photographs of the Unit and Staff, a visit by a member of staff to observe the child in their current setting, additional induction visits either with or without parents.
7. In September the induction of new children is staggered over 1 weeks so that children can be given more adult support in the very early days of school. This comes in the form of 3 part time days, followed by 2 full time days in the first week.

MONITORING AND EVALUATING:

This policy will be monitored by the Headteacher and Governors and will be considered successful if the following criteria are observed:

- Children are admitted into school successfully and flourish
- There are no complaints linked to the admission procedure from families