

# **Parsons Down Partnership Admissions Policy**

## **July 2015**

### **Purpose**

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. Children whose 5th birthday occurs between 1<sup>st</sup> September and 31<sup>st</sup> August of any academic year, are eligible to start school full-time in the September of that academic year. Therefore most children start school when they are 4, in the September of the academic year in which they turn 5. Parents are able to defer their child's entry to school until they are of Statutory School Age.

When children are in Year 2, their parents need to apply for a school place in the Junior School, for the following September.

We believe that pupil's admission into either 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 the Parsons Down Schools.

### **Aims**

- To ensure equal opportunities for all
- 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.

### **Procedures for applications into School**

- Applications for a place must be made via West Berkshire Council from the October of the year before the child is eligible to start each school. Parents need to apply for entry to both the Infant and Junior School separately.
- Mid year applications for places are also made to West Berkshire Council
- Criteria for admissions can be accessed via the West Berkshire Council website, <http://info.westberks.gov.uk/index.aspx?articleid=29713> or contact the school office.

### **Procedures for Entry into School**

- The school's indicated admission number is 86 in all year groups, this equates to 3 classes of 28 or 29 children.
- Guidelines on infant class sizes limit the number of pupils to 30 per class, junior classes do not have this size limitation.
- All prospective parents will be offered a tour of the school and will be given a prospectus and admissions pack and given clear guidelines for admissions procedures.

- Once children are admitted into school, previous records are requested from the setting or school that they come from.
- Where a transfer from another school is requested then a meeting with the Executive Headteacher, Head of School, or SENCo may be required to establish any issues and to ensure that the transfer is in the child's best interest.
- Children moving because of a change of address are admitted as soon as possible, when convenient to school and parents. Where parents are moving children from one local school to another, they are encouraged to do so at the start of a new term.
- Children are placed in appropriate classes by the school and wherever possible siblings will be in different classes to each other.
- When parents have accepted a place in school they will be given details about class, teacher, procedures and school uniform, free school milk, Schoolcomms, a Home/School agreement, an Images Consent Form and information on the acceptable use of the internet and Prospectus (if not already received).
- For children entering with school with Special Educational Needs or Disabilities other arrangements need to be discussed with Parents on an individual basis. These could include a book of photographs of the class 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.

### **Deferring entry for Children entering the Foundation Stage**

- The school believes that for most children, a full year in Reception gives children the best possible start to their school life.
- Sometimes parents make a request to defer their child's entry into school. In such cases the family will be contacted by a member of the Leadership Team, in order to give parents an opportunity to discuss the reasons behind, benefits, and potential risks of this decision.
- Where possible the school will offer options other than deferring, such as a short term, part time place.

### **Specific Induction Arrangements for Children entering the Foundation Stage**

- Each child is offered a home visit by a teacher and teaching assistant from the Foundation Stage.
- Staff will liaise with the children's current preschool or nursery about the children's needs and will visit the children in this setting if possible/required.
- Children have a series of induction visits:
  - one half day in the summer term
  - full day on the schools 'changeover' day in July
- Children will have a staggered start into the Foundation Stage over the first two weeks of term. Younger children come into school first, in a small group, in order to support their transition.

- **Children born between 1<sup>st</sup> April and 31<sup>st</sup> August**
    - Start full time on the first day of the Autumn Term
  - **Children born between 1<sup>st</sup> January and 31<sup>st</sup> March**
    - Start several days later
  - **Children born between 1<sup>st</sup> September and 31<sup>st</sup> December**
    - Start several days later
- Individual cases will be considered to the above arrangements where requested by parents or staff.

### **Specific Induction Arrangements for Children entering the Junior School in Year 3**

- Children are arranged into new classes by Y2 teachers in discussion with the Y3 teachers, the SENCo and the SLT.
- Y3 staff will liaise with the children's teachers and visit children in their Y2 classes.
- Y2 classes visit the Junior School for a range of experiences, including playtimes, a tour of the school by older children, class visits to meet their new teachers, specific lessons, sporting events.
- A buddy system is in place, based on link classes, to help build relationships between the new Year 3 and the Year4 children.
- A meet the teacher evening is held annually after the whole Partnership changeover day to give parents an opportunity to meet the new teachers.
- An open morning is arranged during the first half term for parents to talk with teachers about how children are settling in.

This policy will be monitored by the Executive 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 upheld complaints linked to the admission procedure from families.

**Policy agreed:** July 2015

**Review Date:** July 2016

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**Chair of Governors**