

# Little Stoke Primary School

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## Admissions Policy

Signed:	Anne Sargent (Head Teacher)	
	Scott Pells (Chair of Governors)	
Last Review	November 2020	
Next Review	November 2021	

## Introduction

Little Stoke Primary school aims to ensure that children's transition into school is as smooth as possible, whether this is in reception or an in-year admission. We will welcome all new arrivals, taking account the cultural, linguistic and academic needs of newly arrived children, recognising the positive contribution they can make to the school. We will build partnerships with parents and carers as an essential element of working with newly arrived families.

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place
- Explain **school procedures** for school admissions

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

## 3. Definitions

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round parents/carers should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Applications can be made online at:

<http://www.southglos.gov.uk/education-and-learning/schools-and-education/school-admissions/apply-online-for-a-school-place/>

or by downloading the application form and returning it to:

South Gloucestershire Council  
Department for Children, Adults and Health  
Admissions and Transport Team  
PO Box 1955  
Bristol  
BS37 0DE

An offer for a school place will be received directly from the local authority.

Please note, pupils already attending Little Apples Pre-School, which is situated in the same building as our school but run by a different organisation, will not transfer automatically into the main school. Parents/Carers must follow the normal procedures for applying for a place in reception.

## 5. Allocation of places

### 5.1 Admission number

The school has an agreed admission number of 30 pupils for entry in reception. Admissions are organised solely by the local authority following the criteria below. School has no power to influence this criteria.

### 5.2 Oversubscription criteria

All children with an Education, Health and Care Plan who name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Remaining places are allocated to children who live closest to the school. Distances are measured in a straight line from the child's home to a central point in the main school buildings using the Local Authority's mapping system

### **5.3 Children below compulsory school age (optional)**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

If it is appropriate, parents/carers may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Depending on circumstances and in discussion with school, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **6. In-year admissions**

Parents/carers can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children with an EHC plan names the school will be admitted if there is a space and if the school is able to meet their needs.

If there are spaces available in the year group being applying for, a place will always be offered.

If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group. In key stage 2, classes will normally take up to 30 children but in exceptional cases classes may take up to 32 pupils at the head teacher's discretion and if it is determined that the child's needs can be met within that class. Applications for in-year admissions should be made through the local authority.

## **8. Appeals**

If a child's application for a place at the school is unsuccessful, parents/carers will be informed why admission was refused and given information about the process for hearing appeals. If an appeal is made, it must set out the grounds for the appeal in writing be returned to the local authority at the address provided.

## **9. School Procedures – Reception**

- As soon as places are confirmed, a letter will be sent out from the Head Teacher and EYFS Lead, detailing the induction process.
- School will hold two induction sessions for new parents/carers in term 6 to welcome them to the school and to familiarise them with school routines and systems.
- New children will be invited to an induction session or 'Strawberry Day' when they will meet staff and join in activities in the EYFS setting.
- Parents/Carers will be offered refreshments and the opportunity to complete paperwork in a different area of the school during this time.
- An appointment will be made with the SENDco for any parents/carers with children who have identified special educational needs. This meeting will take place in term 6 to ensure the school is ready to meet the needs of these children.
- Our EYFS Lead will visit all nurseries to meet the children in their current setting and liaise with pre-school and nursery staff.
- During the first week of term 1, the EYFS Lead, one teaching assistant or family worker, will visit children and parents/carers in their homes. (NB These visits have been suspended during the academic year 2020-2021 due to the Covid-19 pandemic. Instead, parents will be offered one to one appointments in school with their child, to reduce risk and to ensure social distancing can be maintained.

- Children will attend school part-time, including staying for lunch before beginning full-time. This period will last a maximum of two weeks.

## **10. School Procedures – In-year admissions**

- Parents/Carers contact the school and an appointment is made to meet the Head Teacher if there are spaces in the relevant year group. This will sometimes be before a formal offer has been made from the local authority.
- Head Teacher will gather initial information about the child during this meeting. If the child is being moved from a local school, parents/carers will be encouraged to talk to the current Head.
- Once a formal offer of a place has been made by the local authority, parents/carers will be invited to visit again with their children. The children will be introduced to their new class and teacher.
- Head Teacher or SENCo gather information on learning and language needs of the new pupil and parent/carer support needed.
- Office staff will provide parents/carers with an admission pack, a school prospectus and any additional information they require.
- A start date will be agreed in consultation with the Head Teacher
- Paper work returned and School Office confirms date of birth/identity from Passport/Birth Certificate.
- Pupil starts school on the agreed date and teacher arranges a follow-up meeting with parents within the first week to discuss settling in and learning support.