



PINFOLD STREET PRIMARY SCHOOL

ADMISSIONS POLICY

(June 2018)

Part 1: General and Mid Year Admissions

Aims

- To give children and parents information about Pinfold Street Primary School and the education we provide
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures

Children are admitted in each year group up to a maximum of 60.

Pre-admission

The school will carry out pre-admission procedures to allow the child, parents and staff to feel ready for admission. These include:

- A pre-start visit. The child and parents are invited to take a tour around the school, be shown the new classroom and meet the new teacher
- Pinfold Street will make a telephone call (or if safeguarding documents need to be handed over, a visit) to ascertain information such as:
 - Attendance and punctuality
 - Behaviour (general) and attitudes towards learning
 - Engagement of parents/family
 - Attainment and progress indicators
 - Safeguarding concerns/history
 - SEND status (if any), pending assessments
 - Any other pertinent information
- The class teacher is informed of the new pupil's name and other details, so that arrangements can be made for his/her admission and groupings, house team, etc.
- A School Prospectus and Home-School Agreement are shared with the parents/carers
- If deemed necessary, a meeting is held between the parents/carers and the Headteacher and other appropriate staff (Parent Support Advisor, Inclusion Manager, Learning Mentor)

On the day of admission

Parents are asked to bring the new pupil to the school office at 9.10am where a member of staff will take the pupil to class. Dismissal at the end of the day will be with peers.

A buddy is assigned to show the new pupil around on their first day.

Within one school week

When the pupil has settled (allowing an accurate assessment):

- Carry out a reading assessment that will consist of a comprehension activity, common exception words and phonics assessment
- Complete a diagnostic maths assessment
- Complete a piece of independent, sustained writing

Parents are provided with a copy of the School Prospectus, and are asked to complete a personal information sheet for their child prior to admission. The children are provided with a Welcome Pack when entering Reception.

The Local Authority manages admissions centrally and schools are given details of successful applicants.

The Headteacher or delegated person makes a telephone call to the previous school to ascertain basic information prior to the child.

The Headteacher also contacts the parents/carers to arrange a meeting and opportunity to look around the school. A start date is then agreed. Staff with new starters are informed and briefed. Specific learning needs are discussed with teaching and support staff, and the Inclusion Manager if appropriate.

Where a child has been “at risk of exclusion” at a previous school or demonstrated significant behaviour issues, parents are requested to attend a meeting with the Headteacher. At this meeting, behaviour concerns are discussed, previous strategies shared and a way forward agreed before the child commences at Pinfold Street. Parents must sign the Home-School Agreement and support the school if future issues arise.

Children are only admitted on a Monday morning, or on the first day of a new half term when possible otherwise the nearest Monday to the start of the half term.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child’s transition to the new school is a smooth one.

As soon as the child starts school the school clerk requests records from the previous school.

Part 2: Admissions to Reception

Admission to Reception

1. Beginning of May Admissions list is received from LA.
2. A letter is sent to all parents/carers on the list asking them to
 - a) Confirm that they want the place.
 - b) Asking if they want a home visit.
 - c) Informing them of a date to visit Pinfold Street with their child and asking whether or not they can attend.
3. Reception Unit staff visit Rowley View Nursery and those in other nurseries where possible to see the children and meet with nursery practitioners to discuss levels of development. Transition meetings and reviews for any children with SEN are attended by Inclusion Manager and new teacher from Pinfold Street. Contact is made with other feeder schools and day nurseries to obtain relevant information about the children before they start school.
4. Children and parents/carers visit Pinfold Street – usually early July. Children who have attended Rowley view Nursery will be familiar with the Reception unit and grounds as they visit the school over the year for different events. A date will be given for children from other settings visit for a morning or afternoon. Parents will be invited to attend a meeting with staff and have the opportunity to talk to staff and raise any questions. A school prospectus is given out alongside details of home visits (if needed), starting date and which class and school team their child will be in. School uniform is on display on is available to buy or order at the meeting. Parents are also asked to write a “wish” for their child for their first year at school. These wishes are put at the front of their child’s learning journey which is kept for every child showing a record of their first year in school.
5. Home visits are offered to families that are new to our school or for children with specific needs. Home visits will be set during the first week in September. On home visits practitioners fill in admission forms and permission slips with parents, it is a chance to learn about any medical issues/allergies, likes/dislikes etc. and is also a good opportunity to discuss any concerns a parent or carer may have in a more relaxed environment. Children receive a small gift and have the chance to look at photographs of things they may do at school. Parents who do not wish to have a home visit meet with practitioners during their child’s first week in school to fill out the paperwork.
6. Children start school full-time in groups of 6 children per class. All children will be full-time by the end of the second week of term.

7. Children who enter Pinfold Street Reception later in the year are encouraged to visit the unit first and admission forms are filled in prior to their start date. Data regarding their development will be requested from their prior setting/school.

8. A meeting will be organised for week 4 of the term to explain our phonics structure and how we approach the teaching of maths. A parents' consultation day is held at the end of the first half term.

Date of review: June 2018

Date of next review: July 2019