



# Admissions Policy

<b>Ratified by Governors</b>	<b>13/12/2017</b>
<b>Reviewed</b>	<b>13/12/2017</b>
<b>Next review</b>	<b>13/12/2018</b>

## **AIMS**

- To give children and parents as much information about Cecil Road Primary & Nursery School and the education we provide as possible.
- To ensure each child's start is a happy and successful one.
- To build a partnership with parents that will be lasting.

## **PROCEDURES**

Children are admitted in each year group up to a maximum of 54.

Parents are asked to ring to make an appointment with the Headteacher if they wish to discuss their child's admission to the school. Appointments to visit the school can be made via the school office. No children are admitted until personal contact has been made and application forms have been completed fully and a home-school visit or admissions meeting has taken place.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents will be invited to a meeting prior to the admission of their child/children.

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 a new school is a smooth one.

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

## **General Admission**

When the demand for places exceeds the number of places available the LEA will allocate places to the school on the basis of the following criteria:

- Children in Local Authority Care or Previously in Local Authority Care
- Current Family Association
- Health, social and Special Access Reasons
- Nearness of Children's Homes to School

## **Admission to Nursery**

Places in the Nursery are offered by the Nursery Manager and are not limited to the children in the school catchment area. When the demand for places exceeds the number of places available the Headteacher, on behalf of the governors, will allocate places to the Early Years Centre on the basis of the following criteria:

- Children in Local Authority Care or Previously in Local Authority Care
- Current Family Association
- Health, social and Special Access Reasons
- Nearness of Children's Homes to School

In the event that places become available the Headteacher reserves the right to allocate such places, taking into account any other factors that may need to be considered relevant.

## **General enquiries/telephone enquiries**

Details are kept of name of parent, name of child, age, address and phone number.

Informal visits are offered to parents.

If a place is available and offered, parents will need to complete the relevant forms before attending a pre-admission meeting.

## **General enquiries – Nursery (3-5 year olds)**

On receiving an enquiry about nursery the school will send an application form to be completed and returned. Parents will also be asked to provide a copy of the birth certificate. Parents are also invited to be shown around the Nursery.

## **New admissions to Cecil Road Nursery**

The Nursery offers 15 and 30 hours of free childcare. All three and four year olds will continue to receive up to 15 hours free. To be eligible for 30 hours of free childcare, both parents (or the sole parent in a single parent family) will need to earn on average the equivalent of 16 hours on the national minimum wage and no more than £1000,000 per year. Eligibility will be checked by HMRC. Visit [www.kent.gov.uk/freechildcare](http://www.kent.gov.uk/freechildcare) for more information.

Applications for the Nursery will be considered during the term prior to the appropriate start date. After acceptance, a letter will be sent inviting the parents to a meeting with their child to meet the Nursery Manager the term before entry.

## **Admissions from Nursery to Reception (Foundation Stage)**

A letter is sent from the Local Authority offering a place for the child.

Following the acceptance of the place, a letter will be sent inviting the parents in to meet the class teacher and Headteacher.

## **Admission to school – Y1-Y6**

Parents will complete forms before the pre-admission meeting which will include details of:

- Name of child
- Date of birth
- Gender
- Address
- Details of those with legal parental responsibility
- Schools last attended
- Date of last attendance
- Medical history (including current medical practitioner's details)
- Copy of the birth certificate
- Emergency contact details

If no places are available at the time of application parents/carers will be asked to complete an In-Year Admission Form and their child's name will be placed on the school's waiting list.

## **Home/School Visits - Nursery/Reception**

Information to be acquired:

- Personal particulars, including ethnicity
- Emergency form to be filled in
- Details to be sought regarding health, allergies and operations, hearing and speech
- Special needs
- Any details regarding family background

In the event of a home/school visit not taking place, the above information will be obtained from the parents at the pre-admission meeting.