

Harwich Community Primary School and Nursery



Admissions Policy

Admissions Responsibility: Mrs G Day

Admissions Governor: Mr A Mann

Document approved by staff:	November 2023
Document approved by governors:	November 2023
This Document is due for review:	November 2025

ADMISSIONS POLICY

LA Policy

Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. The LA has adopted a general policy however whereby children can be admitted at the start of the term during which they become five if their parents so wish and at this age they are known as 'rising-five'.

The Governing Body of Harwich Community Primary School has been able to improve the provision in order to meet the Local Authority's criteria and has received permission to admit children younger than rising-five on the following basis:

"It is Harwich Community Primary School policy to phase in the attendance of children younger than rising-five during the term in order to take account of the individual needs of children and to ensure the adults working with the youngest children have time to meet children and their families."

Admissions Procedure

Looked after children will be given first priority ahead of all other applicants.

There is no guarantee of a place and in the event of oversubscription places will be allocated using the following criteria in the order given:

1. children living in the priority admissions area with a sibling* attending the school;
2. other children living in the priority admissions area;
3. children living outside the priority admissions area with a sibling attending the school;
4. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from The Pier Hotel, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Applications for Places

Admissions will be dealt with by the LA Planning and Admissions Service. Parents, guardians and carers living in Essex must apply to Essex County Council for their preferred primary or infant school by completing a Common Application Form (CAF). On-line applications may be submitted to www.essexcc.gov.uk/admissions. Further information about this process may be obtained from the booklet Primary Education in Essex which is updated and published annually. All appeals are the responsibility of the LA and will be referred to an Independent Appeals Panel

Appendix 1:

* A sibling is a child who has a brother, sister, stepbrother or step sister living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year.

Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of their place of residence.

Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

Appendix 2:

Admission criteria for the Nursery:

The criteria will be the same as for the school. However, two places (one place in the morning session/ one place in the afternoon session) will be kept open for the first three weeks of each term for use by social services. If these places are not filled after the three week period, then they will be allocated accordingly.

All admissions into the nursery are the responsibility of the governing body.

Appendix 3

POLICY STATEMENT FOR MID-TERM ADMISSIONS

Approved by Governors:

Created: November 2022

Review Date: November 2023

Co-ordinator : Attendance Officer/Pastoral Care

Introduction

Harwich Community Primary School and Nursery is committed to providing an effective admissions and induction programme for all pupils new to the school. Our aim is to welcome new arrival families so that the children settle into school as quickly as possible and become confident learners.

Mid-term Admissions Procedure

This whole school procedure for mid-term admissions identifies key roles for different members of the school staff although we recognise that all staff and children in the school have a role in welcoming new arrivals.

Our attendance and welfare officer will welcome families who visit the school to enquire about school places and do the following to ensure there is a smooth transition to ur school by:-

- assist families with filling in the relevant forms
- Assist families with Free School Meals application
- Inform the Pupil Premium co-ordinator if relevant
- Arrange for a translator for the interview with the headteacher, if necessary (Essex Interpreting 01206 822080)
- Liaise with Headteacher and relevant teachers inform them of their arrival
- Give the families a start date (allow at least 2 days before the start date, wherever possible, for preparation time and check that the start date does not clash with PPA time or outings)
- Inform the class teacher re: new arrival date
- Check families have been given information about uniform, school day times, behaviour policy, school dinners and packed lunches, term dates
 - Inform the kitchen about any allergies etc.
- Call the child's previous school to ascertain the UPN and to have a copy of the CTF sent

The attendance and welfare officer will :

- Ideally give the pupil and parents a tour of the school
- Liaise with the previous class teacher to gain the child's levels of attainment and any outside agency involvement
- Specifically ask the previous school if the family have or have had any social care or Family Solutions involvement
- Arrange for phased start /special meeting with parents / carers and relevant outside agencies before admission, where the need arises
- Talk to the class teachers about the new child giving the relevant information
- Show the parents/carers and pupil where to enter the school on the first day and where to enter on subsequent days
 - Ask to see any home-school tutoring workbooks, if appropriate
 - Inform the Pastoral care Officer/ Family Liaison, if appropriate
 - Inform the SENCO if appropriate for SEN Children

After Admission the Attendance Officer will:

- Enter data on Sims
- Fill in pupil medication chart in office , where appropriate

Class teacher will:

- Label exercise books
 - Disseminate relevant information to teaching assistants
- Allocate seat at most suitable table with supportive peers
- Label tray and coat peg
- Choose a welcome buddy
- Liaise with SENCo and Learning Mentor about progress of newly arrived pupil if necessary
 - Meet the parents / carers within 2 weeks of arrival
- Ensure pupil is assessed within first week, assessing reading, writing and maths. This information is then to be put onto Target Tracker
- Put children into intervention groups immediately if the need is identified
 - Provide the parents/carers with a home-school agreement to sign Policy