

## **Admissions Policy including Early Years Induction process**

A copy of the Guide to Admissions in Wiltshire/Royal Wootton Bassett is available. These locally agreed arrangements for admissions are adhered to.

### **The Process for children joining school Y1-Y6**

1. Children and their parent/carers are invited to visit the school before making an application. Appointments for the Head Teacher to show them around the school and answer questions are made through the school office.
2. Applications should be made in writing using the appropriate forms to the Local Authority (LA) in which they live.
3. The LA makes their decision and informs parent/carers and school. Parent/carers are informed of successful application by the LA and invited to arrange an admission date with the Head Teacher

Continue the process from point 10.

4. Upon admission, Parent/Carers are also requested to read and sign parent handbook which includes permission forms, medical forms, contact details and the home school agreement.
5. When children have been admitted and information entered, the children's files should be passed to the class teachers. Records from other schools or playgroups are to be passed to class teachers when received.

### **Early Years Induction Process**

The Governing Body of Longleaze School has adopted the Wiltshire Council Policy on children starting school as follows:

From September 2015, all reception age children will be offered full time places when they start primary school.

If parent/carers want their child to attend part time from September 2015 or to delay entry until later on in the academic year, they must contact the school directly to arrange this. Please note children do not have to be in school until the term following their fifth birthday. *At Longleaze, children start school on a staggered basis – refer to point 6.*

1. Applications are received and dealt with as published in the LA guidance for that year.
2. Places are allocated by the school according to the criteria set down.
3. Parents are informed of successful application on dates published by the LA.
4. The school begins its induction programme by writing to parents and carers inviting them to attend a meeting with Head Teacher and Early Years teachers, when the induction process and early years curriculum is explained, and other information given.

At this meeting a pack is given to parents containing the following:

Date and time of staggered admission to school.

School Prospectus

Parent/Carer Handbook including school registration forms and general school information

**NB** Packs not collected will be posted or sent home with a sibling or through the pre-school setting.

Children are invited to spend a few sessions in school in the half term prior to their entry to school. At these sessions the children will have a taster of various school activities and may borrow play and story packs.

Early Years teachers aim to meet children in their playgroup/pre-school setting.

5. Early Years teachers offer a home visit prior to the child's admission, if possible.
6. Children's entry to full time school will be staggered to allow for individual attention. All details on child's admission form should be checked to ensure that contact numbers and address, telephone etc. are correct. The school require a copy of the full Birth certificates to confirm the school year and parental responsibility
7. Children's details are recorded on the school management information system.
8. Reception children will remain in school until noon in the first days and then, until 1.15 pm. Thereafter, children may remain full time unless it is felt physically, socially and \ or emotionally that they are not ready. This decision is taken in consultation with the parents concerned.

This policy is aligned with the principles set out in the school's Child Protection policy and should not contradict these principles.

There will be an annual review of this policy by the FGB committee.

The Governing Body of Longleaze School adopted this policy

Signed                                      Head Teacher ~ Clare Pickard                                      Date:

Signed                                      Chair of Governors ~ Mark Hopkins                                      Date:

Signed                                      Vice Chair ~ Sarah Lyons                                      Date: