

# Haytor View Community Primary School & Nursery

## Admissions Statement – Detailing Local Arrangements Following Offer of a School Place



*Learning together - enjoying success - aiming high - celebrating difference – enriching community*

### **SCHOOL ADMISSIONS**

- The admissions policy is the responsibility of the Local Authority. Each Devon school serves a particular area, but parents may request a place at a County school.
- Refer to the School Admissions Policy for the current academic year regarding process for application of a place, which includes information regarding Oversubscription Criteria, Early Years Admissions and Primary School Age Admissions;
- These arrangements detail local arrangements for the admission of children to Haytor View.

### **PROCEDURES FOR ADMISSIONS – EARLY YEARS**

- The parents are offered a meeting at a place of their choosing, to discuss entry into the Early Years and complete induction paperwork;
- Taster session/s are put in place for the parent and child, in order to support a gradual transition into nursery. After the taster session/s, if both the parent, child and Early Years Leader consider it appropriate, the child will start nursery the following day;
- All children are entitled to take up their allocation of session times, however should a parent wish to have a more gradual entry into the school, this will be accommodated wherever appropriate.

### **PROCEDURES FOR ADMISSIONS – STATUTORY SCHOOL AGE**

#### **Admissions arrangements for those children Years 1 – 6 not starting at the expected point of entry:**

- Parent/Carer to make a request for a school place from the Local Authority Admissions Team;
- Parent/Carer makes contact with the school office, providing key information relating to the admission;
- Head of Learning and Development contacts previous school to discuss request;
- Head of Learning and Development meets with parent/s to discuss the reasons for the admission request, addressing any outstanding issues surrounding placement arising from discussion with previous school or other professionals;
- Decision on arrangements and timeframe for admission is communicated with the parents;
- If necessary the Head of Learning and Development contacts the LA admissions team to discuss the application;
- Where there have been issues surrounding the previous placement the Head of Learning and Development contacts the EWO to meet with the parents;
- If there are safeguarding concerns regarding the child/family the Head of Learning and Development contacts the EWO or appropriate professional agency to arrange a Team Around the Family Meeting, in order to consider the most appropriate support for the child and family, including arrangements for school transfer;
- If there are issues regarding the child's effective inclusion in school the Head of Learning and Development contacts the appropriate professional agency to arrange a Team Around the Family Meeting, in order to consider the most appropriate support for the child and family, include arrangements for school transfer;
- Head of Learning and Development meets with Leader of Learning and Development and Team Leader, to discuss admission request and potential impact on provision;
- The Head of Learning and Development meets with parents to complete induction paperwork;
- Where there have been issues surrounding school attendance the Head of Learning and Development contacts the EWO to meet with the parents as part of the induction process;
- If required the Head of Learning and Development contacts the School Nursing Service to meet with the parents as part of the induction process, to support the development of Health Care Plans;
- If required the Head of Learning and Development refers request to the Chair of Governors, making them aware of the overview and implications for provision;

- Once the admission timeframe has been established, a taster session is set up for the child which will see them spend 1 hour in class and participation in a 15 minute break time. The child starts school on the following Monday morning;
- A follow up meeting is held with parents following the child's induction into school to discuss transition and identifying any issues (to take place within four weeks.)

## **Admissions arrangements for those children who have previously attended the school and parents who are seeking re-admission:**

- Head of Learning and Development and the Leader of Learning and Development (where appropriate) meets with the parent to discuss the reasons for the re-admission;
- If necessary a discussion is held with the parent, Head of Learning and Development and Chair of Governors, in order to address any unresolved issues surrounding the previous removal of the child from school;
- If necessary the Head of Learning and Development contacts the LA admissions team;
- Where there have been issues surrounding the previous placement the Head of Learning and Development will contact the relevant body e.g. if it relates to Attendance the EWO will be contacted;
- If there are safeguarding concerns regarding the child/family the Head of Learning and Development contacts the EWO or appropriate professional agency to arrange a Team Around the Family Meeting, in order to consider the most appropriate support for the child and family, including arrangements for school transfer;
- If there are issues regarding the child's effective inclusion in school the Head of Learning and Development contacts the appropriate professional agency to arrange a Team Around the Family Meeting, in order to consider the most appropriate support for the child and family, include arrangements for school transfer;
- If required the Head of Learning and Development contacts the School Nursing Service to meet with the parents as part of the induction process, to support the development of Health Care Plans;
- Where there have been issues surrounding the behaviour of a parent the Head of Learning and Development may request an initial meeting with the parent/s and Chair of Governors, where a note taker will be present, in order to discuss the potential implications for the re-admission of the child and any unresolved issues;
- Where there are concerns regarding the unreasonable behaviour of a parent, the Head of Learning and Development will engage the Chair of Governors in consideration of any additional arrangements for the parent/s in admitting the child, making the Chair of Governors aware of the overview and implications for provision;
- Once the admission timeframe has been established, a meeting is held with the parent to discuss the re-admittance of their child establishing expectations of re-admittance as well as the completion of paperwork.
- Once any issues have been addressed, the Head of Learning and Development meets with parents to complete induction paperwork;
- Where there have been issues surrounding school attendance the Head of Learning and Development contacts the EWO to meet with the parents as part of the induction process;
- A taster session is set up for the child which will see them spend 1 hour in class and participation in a 15 minute break time. The child will start school on the following Monday morning.
- A follow up meeting will be held with the parent/s following the child's induction into school to discuss transition and identifying any issues (to take place within four weeks.)

### **RELATIONSHIP TO OTHER POLICIES:**

- This policy should be read in conjunction with the policies on equal opportunities, race equality, the curriculum, Inclusion Welfare and SEN.

### **ROLES AND RESPONSIBILITIES:**

*The Head of Learning and Development will ensure that:*

- Pupils are only admitted in accordance with this the LA Provided Admissions Policy and Local Arrangements as detailed in this statement;
- Where places are available, pupils are admitted in accordance with the agreed priorities.

*The Governing Body will ensure that:*

- The admissions arrangements will be reviewed annually;
- Admissions arrangements are published on the website.