



## BOLSHAW PRIMARY SCHOOL

---



# Admissions Policy

Date Written	September 2013
Review Date	Annually in September
Ratified on:	FGB Nov 2016

# **BOLSHAW PRIMARY SCHOOL**

## **ADMISSIONS POLICY**

### **Introduction**

The Education Act of 1986 required local authorities to consult annually with governors of county and voluntary controlled schools over admission arrangements. Following these consultations, the admission limit for Bolshaw Primary has now been set at 30.

By law, parents must arrange for their children to start school at the beginning of the term following their fifth birthday, unless they have made other suitable arrangements.

In Stockport, there is a policy of planned early admissions. Arrangements are made for ALL children aged 4 years plus to start school in one reception intake in September. Therefore, children born between 1<sup>st</sup> September and 31<sup>st</sup> August in any year will be able to start at a Stockport LA maintained school in September.

We do not have a bursary at Bolshaw Primary School.

### **Stockport's Admission Procedure**

**Please use the link below to find out all the information you require to apply on line:**

<http://www.stockport.gov.uk/services/education/educationtrainingandemployment/schooladmissions/>

## **Bolshaw Primary School**

Each Stockport Primary School has its own priority catchment area and children living within it have an automatic right to a place at that particular school, subject to places. Some parents choose instead to send their children to another school and they may be accepted by that school if there are available places.

At Bolshaw Primary School we follow the “Policy and Procedures” guidance issued annually by Stockport Local Authority (Please use link above to Stockport Authority guidance)

This guidance details procedural requirements which schools must follow in carrying out the Authority’s Admissions Policy, as it applies to Community and Voluntary Controlled primary schools in Stockport.

This guidance details procedural requirements which schools must follow in carrying out the Authority’s Admission Policy, as it applies to Community and Voluntary Controlled primary schools in Stockport.

This guidance has been revised to incorporate requirements specified in:

- ❖ The School Standards and Framework Act 1998
- ❖ The Code of Practice: School Admissions
- ❖ The Code of Practice School Admissions Appeals

Related information, including full details of the Authority’s Admission Policy, is contained in “Primary Education in Stockport – Information for Parents’. This book is given out to parents at the same time as the generic application forms (see office). Admission to reception class is managed by the LA. Bolshaw Primary School have developed an admissions pack for new starters with all the relevant information required including for example Internet safety, medical conditions information, school visits.

### **Aims at Bolshaw Primary School**

We aim to make each child’s entry as calm and as stress-free as possible. To achieve this, we operate a staggered start which allows the children to receive maximum individual staff attention for the first few days. We find that this procedure helps the children to gain positive attitudes towards all aspects of school life, which will remain with them throughout their primary years.

### **Bolshaw Admission Arrangements**

#### **Reception Class**

#### **Induction meeting in June**

Parents of children who have accepted places in the Reception class are invited to attend an induction meeting towards the end of the summer term. At this meeting they are able to meet the:

- Headteacher
- Deputy Head teacher
- Chair of Governors and governors
- Reception class teachers

- SENCO
- Learning Mentor and support staff
- School Nurse
- Our chef and SK Solutions staff (School Meals)
- Parents Forum and PTA representatives
- Apple Tree Club staff (Before and After school wrap around provision)
- Year 5 children representing pupil voice

Parents will be given an introduction booklet which provides information necessary for induction. During the induction meeting held in June prior to our September start for our prospective parents, information is given to give a 'flavour' of our school. Information given includes the school induction booklet, holiday lists, advice on how to help each child settle into school and details of how to encourage early reading and mathematical skills.

Further induction meetings are held in September for parents to show how we develop these skills in school and how they can support their child at home. We impress on parents the importance of making children as independent as possible in small ways, for example, dressing and undressing, toileting, and fastening shoes. This is also an important meeting for collecting information about the family for the school's database system.

Information given on our Induction Information meeting includes:

- School start and finishing times / dropping off and pick up arrangements
- Induction visit arrangements and arrangements for September staggered intake
- What a day / week looks like in Reception
- EYFS Early Learning Goals and key documents
- Partnerships between school and home
- How we teach core skills in Literacy and Maths and how parents/carers can help support their child
- Uniform information
- Key safeguarding information
- Role of our Learning Mentor and SENCO
- School meals and options
- School nurse – links with school and home
- Before and after school provision
- A child's perspective of Bolshaw – Year 5 children
- Overview of the Governing Body responsibilities
- Parents Forum partnership with school
- PTA information
- Collection of key information for data collection

## **Induction Visits to Nurseries/Home Settings**

Before our induction visits to school start in June, our Learning Mentor and Reception Teacher will visit all our new children in their nursery setting / home to meet them and their key workers / parents. Detailed information is gathered at these visits to provide us with key information /assessments about each child before they start.

## **Induction Afternoons**

Invitations and letters are sent from our Headteacher and our Year 5 buddies inviting our new children to visit our Reception class as part of their induction visits. There are two afternoon visits as a whole class and the children will be encouraged to take part in some practical activities and meet their Year 5 buddies.

Parents are welcome to stay in school and accompany their child if their child needs additional reassurance on their first few visits. Additional visits will be organised for any children with additional needs and extra transition meetings will be organised to their nurseries as part of the transition programme.

## **September Start**

Each September a staggered entry system is operated. The first week the children will come to school from 8.45am and be collected at 12.00pm. The following week the children will then start full time 8.45am – 3.15pm. The staggered intake allows staff to work closely with parents in settling their children into the new routine. In the first two weeks of school our Learning Mentor will arrange appointments and meet with all our new parents to discuss their child.

Our Reception staff are also available during the afternoons of the first week and any time after school following.

Throughout the first few weeks there is a real focus on establishing relationships and supporting the children to adjust to the new routine, develop positive attitudes towards school, their new peers and the staff.

In any normal year, we anticipate being over-subscribed in Reception. Stockport Authority is responsible for the allocation of school places. The criteria for admission can be seen on the website address seen above.

## **Autumn Term Information Meetings**

After the first few weeks a meeting will be arranged for all our new parent and carers. It will be an opportunity to ask any questions and find out further information on how they can help support their child at home.

We also hold information meetings specifically on reading, phonics and maths for parents in the autumn term.

## **October Open Afternoon and Evening**

All parents and children are invited to visit the school prior to admission at our Open afternoon and evening held every September. For any parent unable to attend individual or group appointments are available throughout the year.

## **Post Admission Procedures**

Settling children happily into school is very much a joint responsibility of parents and teachers. We need to keep a constant dialogue going so that any problems can immediately be discussed and resolved quickly to the benefit of the child.

We aim to keep parents in regular touch with what is happening in school and with how their children are progressing.

## **Transferring School**

Any child who is given a place during the academic year will receive a detailed transition programme. This involves visiting the child in their previous school (if distance allow) and speaking to their class teacher. Visits prior to the child starting Bolshaw will be recommended.

For any vulnerable children transferring to Bolshaw we would highly recommend that several transition meetings need to be held to ensure support is in place, the child feels happy about the move and is familiar with our staff and school before they start. This also applies for children transferring or relocating to a new school.

It is the Local Authority who take responsibility for the admissions of children from Reception to Year 6.

## **Monitoring and Reviewing**

The Early Years staff and Headteacher's of local schools, work closely together when making admission arrangements. Annual reviews are necessary to check that all goes smoothly. Parents' views on admissions procedures are welcomed and will be taken into account the following year, should they fall within our aims of promoting a happy, relaxed and calm introduction to, what is, a major part of their children's lives. This document should be read in conjunction with the following school policies and SMBC guidance:

- Accessibility Policy
- Special Education Needs and Disability Policy – SEND School Offer
- SMBC - School Admissions information page: