



Pinfold Street
Primary School



ADMISSIONS POLICY

Date of Policy: November 2019

Date of Review: November 2020

Date of Next Review: November 2021

Part 1: General and Mid Year Admissions

Aims

- To give children and parents information about Pinfold Street Primary School and the education we provide
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures

Children are admitted in each year group up to a maximum of 60.

Pre-admission

The school will carry out pre-admission procedures to allow the child, parents and staff to feel ready for admission. These include:

- A pre-start visit. The child and parents are invited to take a tour around the school, be shown the new classroom and meet the new teacher
- Pinfold Street will make a telephone call (or if safeguarding documents need to be handed over, a visit) to ascertain information such as:
 - Attendance and punctuality
 - Behaviour (general) and attitudes towards learning
 - Engagement of parents/family
 - Attainment and progress indicators
 - Safeguarding concerns/history
 - SEND status (if any), pending assessments
 - Any other pertinent information
- The class teacher is informed of the new pupil's name and other details, so that arrangements can be made for his/her admission and groupings, house team, etc.
- A School Prospectus and Home-School Agreement are shared with the parents/carers
- If deemed necessary, a meeting is held between the parents/carers and the Headteacher and other appropriate staff (Parent Support Advisor, Inclusion Manager, Learning Mentor)

Mid-Year admission during the Covid 19 restrictions

- One parent and their child will be invited to attend the pre-start meeting. This will be held after 3.30pm to avoid mixing with bubbles but still allowing them to meet with their new teacher.
- Parent will be required to wear a face covering, use hand sanitizer and observe 2m social distancing at all times.
- Parent will be required to complete track and trace information at the school office.
- Copy of child's birth certificate must be brought to the meeting and all contact details and medical information paperwork must be completed and handed in to avoid multiple visits to the school office.
- Parent will be given a full explanation of the one way system used to bring in and collect their child. On the first day they will be asked to bring their child to the gate (Pinfold Street Extension) where they will be met by a member of staff. Their child will then be taken in through year group entrance and to their new class.

On the day of admission

Parents are asked to bring the new pupil to the school office at 8.50am where a member of staff will take the pupil to class. Dismissal at the end of the day will be with peers.

A buddy is assigned to show the new pupil around on their first day.

Within the first half term

When the pupil has settled (allowing an accurate assessment):

- Carry out a reading assessment that will consist of a comprehension activity, common exception words and phonics assessment
- Complete a diagnostic maths assessment
- Complete a piece of independent, sustained writing

Parents are asked to complete a personal information sheet for their child prior to admission. The children are provided with a Welcome Pack when entering Reception.

The Local Authority manages admissions centrally and schools are given details of successful applicants.

Where a child has been “at risk of exclusion” at a previous school or demonstrated significant behaviour issues, parents are requested to attend a meeting with the Headteacher. At this meeting, behaviour concerns are discussed, previous strategies shared and a way forward agreed before the child commences at Pinfold Street. Parents must sign the Home-School Agreement and support the school if future issues arise.

Children are only admitted on a Monday morning, or on the first day of a new half term when possible otherwise the nearest Monday to the start of the half term.

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 the new school is a smooth one.

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

Part 2: Admissions to Reception

Admission to Reception

1. Beginning of May Admissions list is received from LA.
2. A letter is sent to all parents/carers on the list asking them to
 - a) Confirm that they want the place.
 - b) Asking if they want a home visit.
 - c) Informing them of a date to visit Pinfold Street with their child and asking whether or not they can attend.
3. Reception Unit staff visit Rowley View Nursery and those in other nurseries where possible to see the children and meet with nursery practitioners to discuss levels of development. Transition meetings and reviews for any children with SEN are attended by Inclusion Manager and new teacher from Pinfold Street. Contact is made with other feeder schools and day nurseries to obtain relevant information about the children before they start school.
4. Children and parents/carers visit Pinfold Street – usually early July. Children who have attended Rowley view Nursery will be familiar with the Reception unit and grounds as they visit the school over the year for different events. Dates will be given for children from other settings to visit for sessions. Parents will be invited to attend a meeting with staff and have the opportunity to talk to staff and raise any questions. A school prospectus is given out

alongside details of home visits (if needed), starting date and which class and school team their child will be in. School uniform is on display on is available to buy or order at the meeting. Parents are also asked to write a “wish” for their child for their first year at school. These wishes are put at the front of their child’s learning journey which is kept for every child showing a record of their first year in school. All children and one accompanying adult are offered a free school meal to sample school dinners.

5. Home visits are offered to families that are new to our school or for children with specific needs. Home visits will be set during the first week in September. On home visits practitioners fill in admission forms and permission slips with parents, it is a chance to learn about any medical issues/allergies, likes/dislikes etc. and is also a good opportunity to discuss any concerns a parent or carer may have in a more relaxed environment. Children receive a small gift and have the chance to look at photographs of things they may do at school. Parents who do not wish to have a home visit meet with practitioners during their child’s first week in school to fill out the paperwork.
6. Children start school full-time in groups of 6 children per class. All children will be full-time by the end of the second week of term.
7. Children who enter Pinfold Street Reception later in the year are encouraged to visit the unit first and admission forms are filled in prior to their start date. Data regarding their development will be requested from their prior setting/school.
8. A meeting will be organised by week 4 of the term to explain our phonics structure and how we approach the teaching of maths. A parents’ consultation day is held at the end of the first half term.

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