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'As a federation, and as individual schools, we are committed to the wellbeing of all of our community - this is an integral part of each school's culture and ethos. Policies are formulated and implemented with this in mind, placing the wellbeing of all at the forefront at all times.'

Admissions Policy - Church Hill School

March 2018

	Date
RATIFIED BY GOVERNING BODY	29.3.2018
NEXT REVIEW	March 2019

CHURCH HILL SCHOOL

ADMISSIONS POLICY

RATIONALE

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The Education and Inspections Bill 2006, [see *DSS Summary 33/06*], provides for revised school admission arrangements to take effect from **September 2008**. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. <https://www.gov.uk/government/publications/school-admissions-code>

All school admissions, including in year admissions, appeals and in year fair access panel appeals are administered via the local authority. Church Hill School has no input or influence on this process.

EQUAL OPPORTUNITIES

In line with our equality policy, we believe it is the right of all parents and carers and their children, to be included in all aspects of school life, and to have access to school information and participate in all activities.

We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to remove and counter discrimination in all aspects of the School and its work.

AIMS

- To ensure that parents and carers are fully informed of the admissions process.
- To enable the School to prepare properly for the admission of children to Reception class.
- To ensure that the School properly provides and cares for those children admitted to School on an “in-year” basis other than admission into Reception.
- To facilitate the gathering of as much relevant information as possible to ensure the admission is properly planned for and appropriate provision made for each child in the first days at school.
- To ensure that the School’s ethos and expectations – especially our Admissions Arrangements, , Equality, Behaviour and Discipline, and Anti Bullying policies – are made clear to parents and carers.
- To ensure that all members of the School community make all new children and their parents and carers feel welcomed to our School.
- To ensure that the education of children admitted on an in-year basis suffers as little disruption as possible through careful assessment of their progress and stage of development.

IMPLEMENTATION

Annual Admission to Reception

Pre Application Visit

Before making an application for a Reception place, parents and carers will be offered an appointment to visit the School when they will have the opportunity to:

1. Walk around the main areas of the School and visit some classes.
2. Discuss the Curriculum Aims, Equality and Behaviour Management Policy.
3. Be informed of the procedure for admissions.
4. Discuss any issues relating to their child.
5. Take a School brochure for future reference.

Admissions Criteria

Church Hill Primary school is a community school and the local authority now manages admission to Reception in all the community schools in Barnet. Allocation of places is governed by their guidelines and procedures. Church Hill School follows this process and the timetables associated with it. The Governors make no provision for admission outside the timescale set by the local authority.

Almost all applications are made online; the London Borough of Barnet process applications through an online portal <https://www.eadmissions.org.uk> , paper application forms are available from the admissions team if parents are unable to apply for a place online.

Further information can be found at [barnet.gov.uk](https://www.barnet.gov.uk) – school admissions
<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/primary-school-admissions.html>

Parents and carers are notified of the decision to offer a place, or otherwise, by mid-April of the year the child is due to start in September. Parents and carers of children who are not offered a place at this stage may decide to leave their application for further consideration, or remove their application in favour of another school.

Further information can be obtained from the Admissions Team on school.admissions@barnet.gov.uk

Admissions to Reception

Up to a maximum 30 children are admitted each year and if the number registered for possible admission exceeds this number, the Local Authority offers places using the following admission criteria (listed in order of priority)

1. Children ‘looked after’ by a local authority and others whom the Chief Education Officer accepts have an exceptional medical, social or educational need which the school is particularly able to meet. This will include children ‘looked after’ by a local authority.
2. Children whom the Director of Children’s Service accept have an exceptional medical, social or other need that the school is particularly able to meet, applications under this category will be considered only if supported by an attached written statement from a

doctor, social worker or other appropriate professional. Parents must demonstrate that there is a specific connection between the child's needs and Church Hill School.

3. Children who, when the places are allocated, have a sibling living at the same address who attends the school or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they live at the same address as the applicant
4. Children living within the school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line.
5. Children living outside the school's defined area, with priority given to those living closest to the school when measuring distance in a straight line.

If a child is not offered a place initially parents will be asked by the local authority whether they wish the child's name to be held on a waiting list for consideration if any vacancies arise. They also have the right of appeal.

Admission Procedure

Reception

The school has one intake and the majority of children start school in September. However in certain cases the school will "customise the induction process" with each request being looked at on an individual basis.

Parents and carers of children allocated and accepting a place in Reception will be invited to a meeting in the summer term preceding the academic year of their child's entry into school. Parents and carers will be introduced to the Reception staff team and other key members of staff and informed of:

1. The School's ethos of partnership and Equality policy
2. Their child's class and class teacher.
3. The Behaviour Management Policy.
4. Information about Special Educational Needs in the School.
5. The arrangements for lunchtimes and school meals menus.
6. The requirement for school clothing.
7. The opportunity for a home visit by two members of the Reception team prior to their child's first day at School.

At this meeting the children will receive: 'The New Parents Folder' which will include the time of the home visit, starting date and phasing in arrangements for their child. Parents and carers will also be invited to visit the reception classroom with their child before the end of the Summer Term.

The First Half Term

Children are admitted gradually over the first few weeks of the term in which they enter school, with the school day gradually lengthening as their confidence and stamina increases.

Entry into school is staggered over the first few weeks of term. The children begin with mornings only and the school day is gradually lengthened until they are fully settled.

During the Reception year the teacher will complete assessments (Foundation Stage Profile) that are used to inform planning.

'In year' Admissions

An 'in year' admission is one which takes place after the School year begins that has not previously been planned as an annual Reception intake. Children are usually offered a place as an 'in year' admission if there is a place available when:

Their parents/carers had originally applied for a place at the School but had not been allocated a place due to the pressure of places during the autumn term.

The family has moved into the area and the child does not attend another local school.

There are special circumstances for a child moving schools mid year.

Procedures for In Year Admissions

When a request is made to admit a child as a 'in year' admission the School will:

1. Make an appointment to meet with the parents/carers to discuss the Curriculum Aims, Equality, and Behaviour Management Policy, discuss reasons for the change of school.
2. Telephone the child's present or previous school to inform them of the child's imminent admission and make a request for any records.
3. Introduce the child and parents/carers to the class teacher and class whenever possible.
4. Arrange a starting date for the child as soon as possible, showing the child and parents/carers where to go on the first day, and making arrangements for lunchtime.

Between the first visit to the School and the admission date:

1. The teacher will tell the class to expect a new child and discuss ways of making the new person feel welcomed.
2. The class MTS (meal time supervisor) and other support staff will be informed of the new child's admission.
3. The teacher will prepare a drawer, coat peg and relevant exercise books etc.
4. A welcome pack will be prepared, ready for issue on the starting date.

During the first week:

1. The teacher will check with the child to see if they have any concerns or worries
2. The teacher will communicate with the child's parents/carers to reassure them that their child is settling well or inform them of any concerns.

During the first two weeks:

1. The child will be informally observed during lessons and initial assessments made to determine the stage and level of development and progress.
2. Any needs regarding SEN or any additional needs support will be discussed with the SENCO or appropriate co-ordinator and appropriate arrangements made for provision.

Arrangements for Children from Asylum Seeking Families

Additional support and strategies may be needed for children and families who are seeking asylum including:

- The need for an interpreter at the admission interview, or as soon as possible once the child is admitted.
- The need for sensitivity when requesting documentation or evidence of date of birth. It is recognised that some cultures calculate age using a different system and it is important to take care when allocating children to a year group.

Arrangements for Children who Leave School Mid-Term

We want to ensure that transfer between this School to another mid-term is successful and stress-free for the child, the family, the receiving school, and the child's existing peer group. We will ensure that:

1. We pass on information about the child, including a mid-year report of progress to the next school and the DfES KS1 Transfer Form (SATs) when applicable.
2. Help the child discuss feelings and concerns about the transfer through class discussion, or private discussion as the child requires.
3. Invite the child to take photographs of the class and their work and select pieces of work of which they are particularly proud for the new school.

We will support the class once the child has left by discussing feelings, particularly of close friends, during circle time once the child has left.

APPEALS PROCESS

All school admissions, including in year admissions, appeals and in year fair access panel appeals are administered via the local authority. Church Hill School has no input or influence on this process

<https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions/admissions-appeals.html>

In Year Fair Access

Whilst the policy states there will be a maximum of 30 pupils per class, the school may be required by the local authority to accept children over and above this number via the "in year fair access panel". These children will attract extra funding for the school.

MONITORING, EVALUATION AND REVIEW

The monitoring, evaluation and review of our Admissions policy is regarded as essential to achieving our aims. The Headteacher, together with the School Secretary and Leadership Team will monitor and evaluate admissions by:

- Recording the number of parents/carers who take up the offer of a home visit.
- Reporting to the Governing Body the number of admissions and leavers.