



LORDSHIP LANE
PRIMARY SCHOOL

Admission and Induction Policy

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Statutory	Yes	Summer 2026	Summer 2027

AIM

- To ensure that children are admitted in a fair and efficient manner.
- To ensure that the LA Policy is implemented.
- To ensure that any particular needs of the children to be admitted are recorded and acted upon.
- To ensure that parents and children understand the expectations and procedures of the school.
- To keep parents informed about children's progress and events.

OBJECTIVES

- To ascertain the needs of the children and parents.
- To explore the social and educational history of the child.
- To ascertain whether there are special, medical or particular needs.
- To match the child to the correct year group.
- To ensure that parents and children know the rules and timetable and school procedures.
- To inform parents of the communication channels e.g. weekly newsletter, school emails, accident forms, posters of events, special letters about outings/performances, homework, extra support, Parents' Evenings and messages on notice boards.
- To ensure that all parents and children sign the Home/School Agreement before starting school.
- To inform parents that they are invited into school three times a year, to discuss their children's progress.
- To inform parents that they are invited to assemblies and performances.
- To inform parents about the amount of homework they can expect and how they can help their children.

STRATEGIES

NURSERY

- Maximum number of children is 13 children to 1 adult in each class, total maximum is 104.
- Parents fill in an application form and are put on the waiting list.
- We have Stay and Play sessions throughout the year when all prospective parents and children are invited to the school to see the nursery and meet the staff.
- The Foundation Stage Co-Coordinator gives a talk to parents to tell them about the nursery once they have been offered a place. A Foundation Stage Prospectus is given to each family.
- We ask families who need a translator, to bring a friend with them.
- Parents and Nursery staff usually meet daily to exchange news.

RECEPTION

- All children must be registered for school by January 15th for the following September.
- The LA then arranges for Reception admissions and parents are informed which school they have been given. If parents are not satisfied, they can appeal to the Authority.
- All accepted Reception children and parents are invited to a meeting with the Foundation Stage Coordinator, the Class teacher and Early Years Practitioner, in the Summer Term before the child starts in Reception in September.
- Children who were in the nursery start for half a day, matching their attendance at nursery for the first week. After this they attend full time.
- They do not stay for lunch.
- Children starting school for the first time, will also start in the first week for half-day and then attend full time from week two.
- In the second half of the Autumn Term, a meeting is called to inform parents about homework, and the teaching of reading.

APPEALS

Parents who apply for a place in the school who are not successful may appeal. In this case they are referred to the LA and are sent a form in which they indicate any special reasons why they should have their child admitted into the school. An independent panel considers the appeal and gives a ruling about whether the child may come into the school.

CASUAL ADMISSIONS

- All parents and children who are admitted throughout the year have an interview with the Office Manager.

HOME SCHOOL AGREEMENT

All parents and children from Reception to Year 6, who are new to the school, are expected to sign the Home School Agreement. Copies are available in other languages as needed.

HOMEWORK

Parents and children are told about marking, quantity and content of homework as appropriate.

EQUAL OPPORTUNITY

- The Admissions Procedure should treat all families fairly.
- We should have records before starting children with Special Educational Needs, who already have a statement or are on the SEN register in their previous school.
- The SENDCO must be informed if children are admitted with known Special Educational Needs.
- Children with Special Educational Needs are entitled to have a planning meeting before entering school to ensure that their needs are met.
- Parents of children with medical needs will have to complete a care plan.
- Teachers, the kitchen team and lunchtime staff (SMSAs) to be informed of dietary needs.
- Key information should be translated into priority languages as appropriate.

ROLES AND RESPONSIBILITIES

OFFICE STAFF

- To request proof of address and date of birth of child/children to be admitted.
- To ask parents to fill out appropriate application form.
- To ensure that prospective parents are as fully informed as possible and to give them the School Prospectus.
- To check for free school meals, English as an additional language and any special needs.
- Office Manager to be responsible for admissions.
- Office staff to request records from previous school.
- To inform the Class Teacher before the child starts and provide basic information.
- Office staff to ensure that all new applicants are treated with respect and supported in their application.

CLASS TEACHERS

- To make pupils new to the school welcome.
- To allocate a responsible child to support the new arrival.
- If the new pupils speak little or no English, to allocate a same language pupil to support the child.
- To liaise with the appropriate Support Staff from school and outside agencies.
- To differentiate work appropriately for the child.

MONITORING

- Governing Body Curriculum team to monitor the policy.
- Headteacher to ensure that the policy is working properly, by following the progress of selected children.
- School Business Manager to ensure that Office staff follow procedures.

RECORD KEEPING AND ASSESSMENT

- Office staff to ensure that the appropriate application form is filled in and filed.
- Office staff to ensure that free school meals information is processed.

EVALUATION

- Office staff to use the policy and feedback on usefulness.
- Headteacher to oversee the policy and ensure that it is working.
- Governors to see that the policy is being used appropriately.

SUCCESS CRITERIA

- All new applicants will be served efficiently and fairly.
- All children and parents new to the school will feel well informed and confident as to school procedures.
- Teaching staff will expect the new arrival and will have prepared for the pupil's needs.
- The needs of the new pupil and the parent will be met.
- The school will be well informed and will be able to support the new pupil.