



**LORDSHIP LANE**  
PRIMARY SCHOOL

# Admission and Induction Policy

## 2023/24

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Statutory	Yes	September 2023	September 2024

## **POLICY DOCUMENT FOR THE ADMISSION AND INDUCTION OF PARENTS AND CHILDREN**

### **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.

### **PROCESS**

- Discussion took place with the Office Manager
- A draft was produced.
- Staff discussed and adjusted the draft.
- Governors adjusted and approved the policy.

### **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, 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**

- LA limits funding for children to the term after the child is three.
- 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. The Borough Policy on admissions is strictly followed see Appendix A.
- We have an Open Day in the Summer Term when all prospective parents and children are invited to the school to see the nursery and meet the staff.
- The Foundation Stage Co-ordinator gives a talk to parents to tell them about the nursery, see Appendix B. A Foundation Stage Prospectus is given to each family.
- We ask families who need a translator, to bring a friend with them.
- A further meeting is arranged in the Autumn Term to tell parents about borrowing books, and how they can help their child.
- Parents and Nursery staff usually meet daily to exchange news.

### **RECEPTION**

- All children must be registered for school by November 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 Co-ordinator, 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 come full time.
- They do not stay for lunch, but the lunchtime supervisor comes in to talk to the children about lunchtime procedures.
- Children starting school for the first time, or from another nursery, start in the second week of school. They are then entering a class where most of the children know the system and extra time can be given to newcomers.
- Children are free to come full time with lunch from the second week.
- 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.

## **JUNIOR DEPARTMENT**

- At the end of Year 2, the children follow transition arrangements to ease their move from KS1 to KS2.
- In Year 5, parents are informed about Sex Education, SATs, School Journey and Secondary Transfer to prepare children for the challenge of Year 6.

## **CASUAL ADMISSIONS**

- All parents and children who are admitted throughout the year have an interview with a member of 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**

A homework bag is provided free to every child. If this gets lost or is worn out, parents are asked to replace them at cost price.

Parents and children are told about targets, 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 Inclusion Manager 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.
- All children new to this country or belonging to an Ethnic Minority should be referred to the Inclusion Manager.
- The Inclusion Team should assess the needs of any minority children and will provide classroom support for the teacher and newcomer as necessary.
- The Traveller Team should be informed if new Traveller children arrive.
- Children with medical needs will be introduced to a designated First Aider and Inclusion Manager.
- Teachers and the SMSA 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 help parents to fill in the application form properly.
- To check for free school meals, English as an additional language and any special needs.
- School Business Manager to be responsible for admissions with the designated admin. Staff.
- Office staff to request records from previous school.
- If there are no vacancies, School Business Manager to support parent in contacting the LA.
- To inform the Class Teacher before the child starts and provide basic information.
- To inform the Inclusion Team as appropriate.
- Office staff to ensure that all new applicants are treated with respect and supported in their application.
- To give our annual contact update forms for up to date contact information.

### **INCLUSION TEAM**

- To assess all newly arrived ethnic minority children and discuss with the Class Teacher, their needs.
- To take the child into their withdrawal group, if necessary.
- To provide the Class Teacher with necessary support materials.
- To record contact with the child and keep records of progress.
- To inform outside agencies such as Outreach Workers or Traveller Team of new arrivals as appropriate.
- To ensure that all new entrants with known Special Educational Needs are assessed.
- That the pupil's records are obtained and shared with the Class Teacher.
- That outside agencies are informed of the pupil's arrival.
- To ensure that Planning meetings are organised before entry, where a pupil has Special Educational Needs or a Statement.
- That any support required by the pupil is allocated with the assistance of the LA before admitting the pupil.

## **CLASS TEACHER**

- To make pupils new to the school welcome.
- To allocate a responsible child to support the new arrival.
- If the new pupils speaks 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.
- Inclusion Team to initiate appropriate tests to ascertain at what level the child enters school.

## **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 appropriate.

## **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.
- Inclusion Team will be informed of new arrivals and will assess them.
- Inclusion Team will provide appropriate support for the new pupil if required.
- 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.