

Charnwood Primary School



Admissions Policy

May 2016

Reviewed	Date:	May 2016
	By:	Mrs R Ahmad SBM
Agreed at the Governor Committee Meeting N/A	Date:	N/A
	Signed by Chair of Committee:	N/A
Ratified by FGB	Date:	26 May 2016
	Signed by Chair of GB:	Mr I Lambat
Next review	Every 3 Years at FGB	May 2019

Revision History

Date	Details of change
May 2013	Reviewed by Mr A Bahadur
May 2016	Reviewed by Mrs R Ahmad <ul style="list-style-type: none">- Removal of allocation criteria for FS1- FS2 admissions are now online- Updated address of admissions service- Updated the induction procedure Document re-formatted

1 Admission to Foundation Stage One

In September children in Foundation Stage One will be offered the opportunity to attend school for 12.5 or 15 hours each week.

- 1) Children aged three on 31 August are eligible for a place in Foundation Stage One. Parents should complete an application form and provide a birth certificate to verify their child's date of birth and a proof of address (less than 3 months old) e.g. bank statement or utility bill.
- 2) Places awarded will be for attendance for half days only:-

Morning session 8:10am – 11:10am or 8:40am – 11:10am

OR

Afternoon session 12:30pm – 3:30pm or 12:30 – 3:00pm

- 3) Places are allocated on a **first come first served** basis so it is important to ensure that your child's name is added to the waiting list as soon as possible.
- 4) There are no preconditions of entry and parents will be advised about how to prepare for their child's first days in school.
- 5) Parents choose mornings or afternoon session, but places will be allocated on a first come first serve basis keeping group sizes manageable.

Where possible the teaching or other Foundation Stage staff will visit the families of children who will be starting in foundation stage one before the children start school in the autumn term.

2 Foundation Stage Two

In the year following a child's fourth birthday the Local Authority may offer a full time place for the whole year from September. Full time children have the same times as the main school.

Parents of Foundation Stage One children must apply via online if they want their child to move to Foundation Stage Two. The Local Authority allocates places in Foundation Stage Two.

Foundation Stage Two (FS2) children may go home for lunch or stay at school during lunchtime and have a school lunch or a packed lunch.

3 Admissions to the Main School Including Foundation Stage Two

- The planned admission limit for the school is 60 per year group.
- The local education authority will administer all full time admissions including FS2 and deal directly with parents.
- For further details about admissions you may contact:

School Admissions Service
Customer Service Centre
York House
91 Granby Street
Leicester
LE1 6FB

Or via the school admissions website:

www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions

- Families new to the school are welcome to look around the building and see the teachers and pupils working. Families will be offered the opportunity to attend a full induction meeting as part of the admission process. Please make an appointment with the head teacher if you have any concerns.

Appendix 1

Child Induction and Settling in Procedure

We want children to feel safe, stimulated and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents the learning experiences enjoyed in the setting. We also want parents to feel welcome at the school.

We aim to make the setting a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

In order to achieve this:

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include:-

Introduction of all staff

Forms to be completed

Consent forms for photos/internet to be taken

Consent forms for outings within the immediate environment

Start and finish times

Term dates

Explanation of keyworker system

Discussion about snack times

Show where the toilets are

Make them aware that they must feel free to be able to talk to any member of staff with any queries or questions they may wish to ask at any time

Go through daily routine

Explain record keeping and observation system

Explain school rules

- Before the start of the term in which a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We offer a home visit, if needed, by the person who will be the child's key person, to ensure all relevant information about the child can be made known.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the setting, using flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- We will make it clear from the onset that parents and carers will be welcome and supported in the setting for as long as it takes to settle their child.
- We will reassure parents whose children seem to be taking a long time settling in to the setting.
- We will encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- We allocate a key person to each child and his/her family, before he/she starts to attend the key person welcomes and looks after the child and his/her parents at the child's first session.
- Within the first term of starting we discuss and work with the child's parents to create their child's learning journey.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the setting and to ensure that the children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session/day.