



HOMELANDS PRIMARY SCHOOL

ADMISSION POLICY

ADOPTED BY THE FULL GOVERNORS.....January 2001.....

REVIEWED.....15.03.11.....

REVIEWED.....08.12.15.....

REVIEWED.....08.03.16.....

AIMS

- To admit children to nursery and school in line with the LA's locally agreed criteria.
- To ensure parents receive information about our nursery and school.
- To begin to develop a partnership with parents.

ADMISSION POLICY (NURSERY)

Homelands has 48 part time nursery places. Children are admitted to the nursery after they reach their third birthday. There are 2 points of admission. The criteria for admission are the same as for school and are as follows:

1. Looked after children living in the designated area served by the school
2. Children who will have a sibling on roll at the school at the time of admission and living in the area served by the school
3. Other children living in the designated area served by the school
4. Looked after children living outside the designated area served by the school
5. Children who will have a sibling on roll at the school at the time of admission and living outside the area served by the school
6. Children living outside the designated area

Procedure for entry to nursery

Initially parents register their interest in a nursery place by completing a form (obtainable from the school) recording relevant details e.g. name, address, date of birth, telephone number. The form is filed so that parents can be contacted at the appropriate time to confirm their continued interest in a place.

Places are allocated in line with the criteria and there is no appeal procedure for the nursery. If the number of applications exceeds the number of places an admissions panel meets to allocate places. This panel consists of a Governor, Head Teacher and Nursery Teacher.

An offer of a place will be made or declined at least half a term in advance of a start date. This will enable any families attending other provision to give adequate notice. We require half a term's notice in writing if you no longer wish to attend the Nursery. This enables us to make provision for other children.

Following acceptance of a place, the school Admissions Administrator, will make contact to discuss the preferred pattern of attendance and ask parents to confirm hours. If a child may benefit from a temporary reduction in hours to support 'settling in', this will be discussed by the key person. After allocating places to children in accordance to the Early Years Funding Team criteria (children receive funding for 15 hours from the beginning of the term following their third birthday), any remaining nursery hours may be offered to children on a fee paying basis.

Children currently in the Nursery with less than 15 hours will be able to increase their hours up to the funded 15 hour entitlement, prior to the new intake being offered their choice of hours. A minimum of 12 hours needs to be taken for a place to be secured.

Parents receive written notification of their hours. Those not allocated a place are asked if they wish to remain on a waiting list.

Parents and their child are invited in small groups to a welcome meeting in the nursery. During this meeting they are shown around the nursery class and are given information on the essential equipment that their child will need when they start. The parents have the opportunity to meet nursery staff and chat informally. Time is taken to explain the nursery routine and parents receive a nursery brochure. Parents also arrange a date and time for a home visit.

At the home visit the nursery staff are able to meet the child in their home setting. This visit also ensures parents have time to discuss their child's individual needs. At this visit they are asked to complete and return an official application form and other forms that require parental permission.

Time is taken to explain to the parents the settling in process. Parents are asked to stay for a 'Stay and Play session' so that both they and their child will become familiar with the nursery routine.

ADMISSION POLICY (SCHOOL)

Homelands have 30 places available each year in the reception class.

The priority order for the allocation of places when the school is oversubscribed is as follows:

1. Looked after children living in the designated area served by the school
2. Children who will have a sibling on roll at the school at the time of admission and living in the area served by the school
3. Other children living in the designated area served by the school
4. Looked after children living outside the designated area served by the school
5. Children who will have a sibling on roll at the school at the time of admission and living outside the area served by the school
6. Children living outside the designated area

From September 2011 children will be admitted as a single intake each year.

Following a period of consultation, Torbay Council (as the admission authority) advise that from September 2017 there will no longer be a catchment area and admission arrangements will be as follows:

- LAC and former LAC
- Sibling on roll at time of application
- Other children, prioritised by straight line distance from the school

Children with EHCP where the school is named will be automatically placed at the school

Timetable

The timetable for admissions to the reception class is set by the LA's Admission Forum. Usually the closing date for applications is towards the end of January. Applicants are informed of the outcome of their application by a date specified in the TIPS booklet.

Procedure for entry into school

Parents complete an initial registration form. Prior to entry they then receive a TIPS booklet containing the LA's application form for school. This is returned to the school by a closing date set by the LA. Parents are allowed to state two preferences.

Parents receive written notification of their school place. If a parent is not allocated a place for their child then they may remain on a waiting list, or may accept a place at another school.

In the term before their child starts in the reception class parents are invited into school to meet with the headteacher and the reception class teacher. At this meeting parents receive a school brochure/uniform order and a school meals form. They also receive a Code of Conduct.

The reception class teacher visits the nursery unit and gets to know the children who will be transferring. The children visit the reception class and join in some activities. Where a child does not attend our nursery then visits to the reception class are arranged.

During the first 3 to 4 weeks of being in the reception class the children invite their parents to look around their classroom. It is also an opportunity for informal discussion with the class teacher. After the first half term there will be a more formal parent evening.

ADMISSION TO OTHER CLASSES IN THE SCHOOL

If a parent is considering transferring a child to any other class in the school parents are invited in to discuss the transfer of their child. If the transfer is mid term a request is made to Torbay for admission. If their child is to be admitted then arrangements are made for a visit to their new class. Parents receive a starter pack which includes the following:

- Code of Conduct
- Home/School Agreement & E-Safety
- Photograph permission letter
- Internet Usage
- Local Visits Consent Form
- Medical Emergency Form

New children are always made welcome and introduced to all staff and children. Parents are encouraged to make contact with the class teacher after the first week to ensure their child has made a smooth transition to Homelands. Records are requested from their previous school as soon as possible.