



ARGYLE
PRIMARY
SCHOOL

Admissions Policy

Admissions

Argyle is a non-denominational primary school and teaches pupils between the ages of 3 and 11.

The school aims to serve its local communities and welcomes all enquiries about admission procedures and availability of places.

In this document 'parents' includes carers and legal guardians.

Admissions Policy

The governing body accepts Camden Council's policy and criteria for admissions to nursery and reception classes. In the event of limited availability of places in other primary age year groups, Camden primary school admission criteria are applied strictly.

For details please refer to Camden's LA 'Starting School' document.

Admissions Procedure

When an enquiry for an admission is received, the following procedures apply:

- Administrative staff make an enquiry about the home borough of the parent and the date of birth of the child to be admitted. If the parent of the applicant does not reside in Camden Council then they need to complete the In-Year form for their local borough.
- The whole-school admissions (apart from Reception children – see next paragraph) is done in school.
- Admission of Reception children takes place through Camden at the beginning of the academic year. Following that, the school then will be responsible after the first half-term for the admission of Reception children too as places occur.
- If a place is available, the Administrative Officer will consult with the Headteacher, Deputy Head Teacher and the Assistant Head in allocating the child to a class. Specific staff strengths, existing make-up of the class population, gender balance and any available vacancies are some of the things taken into account in arriving at this decision.
- The Administrative Officer arranges an appointment for the child and parents to meet with the senior member of staff before the child starts school.

- Information is gathered and recorded at this meeting about family background, previous schooling (where relevant), academic strengths/weaknesses, the child's particular interests as well as any specific medical or academic needs.
- School rules, expectations and priorities are also discussed at this meeting. This includes the provision of uniform, P.E. kit, book bag and water bottle. Dropping and pick-up arrangements are also discussed with an emphasis on punctuality and regular attendance. Information is given on lunchtime and after-school activities for children and available classes for parents, some with their children. The Home-School Agreement is discussed and signed.
- The senior member of staff introduces the child and the parents to the class teacher and the pupils. If other siblings are admitted at the same time, they are all shown each other's classes and teachers.
- Each class teacher arranges for the appointment of a child as a buddy for the new arrival. The buddy gives them a guided tour of the school. The child is introduced to the senior midday supervisor and is supported by the buddy throughout the first few days.

Admissions Practice

The school welcomes the LA's Code of Practice on Admissions and has adopted this for implementation. The main features of this are as follows:

- When parents approach a school about admissions they will be treated in a polite and helpful manner, with the school willing to assist them in making a written application, whatever the chances of its success.
- Admission decisions to Camden nursery centres and nursery, infant, junior and primary schools are never made on the basis of race, gender, intellectual ability or ability to speak English. Schools will not make assumptions about the religious or cultural background of applicants.
- Every parent has a right to enter a written application for a place for their child at this school or centre.
- The school will provide the parent with the application form immediately on request, and a copy of the admissions policy under which the application will be considered.
- Every parent has a right to a written response to an application for reception children, either:
 - (a) at the published date for decisions if the application is made before the child is old enough to be admitted, or
 - (b) within 15 working days if the child is old enough to be admitted.

- When a place is refused for reception the written response will set out clearly and in terms of the published policy why that refusal has been made.
- Where the application is for a place and a place is unavailable the parent has a right of appeal. The school will issue an appeal form.
- The school will make every effort to communicate with and assist parents with limited English.
- The school has a right to expect parents to communicate in a polite and helpful way.

Waiting List

Should a place not be available for a child in the requested year group, at the parents' request the child's name will be put on a waiting list. If, or when, a place becomes available, the school will contact a parent to see if they still wish to take up a place.

A list of available places is sent to the Local Authority on a regular basis.

N.B. For a full starter pack please ask in the Office.

Revised date	By	Agreed by governors - date	Next review date
21.10.14	C & P	8.12.14	Autumn 2015