

# Primrose Hill Primary School



## **Admissions Policy and Procedures**

May 2016

Review date: when 2 Y/O Provision is agreed or July 2017

The way we organise our admissions is based on the information in Camden's "*Starting School*" booklet. This is published each year (and available from our school website, public libraries and Camden's admissions department) so, please check with us or with the Admissions Section of Camden Children, Schools and Families Tel: 020 7974 1625

### **Equalities Statement**

Primrose Hill is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are equally valued.

The Equality Act 2010 provides a framework to support our long-standing commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. We continue to actively tackle issues of disadvantage and underachievement of different groups.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Our approach to equality is based on the following 7 key principles

1. All learners are of equal value. Whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation.
2. We recognize, respect and value difference and understand that diversity is a strength. We take account of differences and strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.
3. We foster positive attitudes and relationships. We actively promote positive attitudes and mutual respect between groups and communities who may be different from each other.
4. We foster a shared sense of cohesion and belonging. We want all members of our school community to feel a sense of belonging within the school and wider community and to feel that they are respected and able to participate fully in school life.
5. We observe good equalities practice for our staff. We ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including in recruitment and promotion, and in continuing professional development
6. We have the highest expectations of all our children. We expect that all pupils can make good progress and achieve to their highest potential

7. We work to raise standards for all pupils, but especially for the most vulnerable. We believe that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole school.

### **SECTION I: ADMISSIONS TO OUR NURSERY**

#### **a. How to apply for a Nursery place**

You can put your child's name down on our application list during normal school hours, 9.00am - 3.30pm, by calling into the school and speaking to our office staff.

We will ask you to fill in an application form (PA2) to give us basic information about your child. You will be given a copy as proof of your application.

#### **b. When will we know about the place?**

We cannot let you know whether or not your child can have a place until after the final date for submission of applications. After applications have been processed, allocation of places takes place in the May before your child is eligible to come into nursery. At this point, we will inform you in writing if we are able to offer your child a place.

#### **c. What happens when my child's name is on the application list for Nursery?**

We process applications and allocate places according to the Camden Admissions Criteria (in section 2).

We will contact you by letter in the term before your child is eligible for a place at our Nursery. If your child is offered a place at our Nursery, you will be given a date and time for starting. Not all children will start on the same day. We stagger nursery intake because settling the children properly needs a lot of adult time and attention.

All new Nursery parents will be invited to visit the Nursery environment in the summer term. This will be an opportunity for you to meet the Head Teacher, Senior Leadership Team and other key staff you will be working with throughout your time at the school. The Nursery Teacher and Nursery Officers will make a home visit once your child has been offered a place in the school. At this meeting we will ask you for information about your child to help us get to know them and to establish what we need to put in place to meet your child's needs.

Nursery staff will tell you about procedures such as settling in arrangements, things your child should be able to do before they come to nursery, ideas for helping them with their learning at home, as well as school routines. There will also be time for you to have any questions answered.

**Please also refer to our Settling in Policy**

## SECTION 2: ADMISSIONS TO OUR RECEPTION CLASSES

### a. Admission Criteria for Reception Classes

The school has space for up to 60 children in its two Reception classes, admitted in September each year. Our admissions criteria follows that laid down by Camden's Children, Schools and Families Department and can be found in its "*Starting School*" booklet published annually (and available on the Camden, and our website). In brief, the criteria are:

- Children who are in public care
- Children with special educational needs
- Siblings of those already in our school
- The distance a child lives from the school

### b. Timetable for admission to Reception classes

Admission to our Reception classes is administered by Camden Children, Schools and Families and the school has no role in this process. All children are required to attend school in the term following their fifth birthday and Camden's policy is to admit children to reception classes in the September before their fifth birthday.

The deadline for applications is the beginning of February in order to start school in the following September. Parents of prospective pupils will need to complete a Common Application Form and return it to Camden Admissions Department. Camden then allocates places and sends the school a list of successful applicants in May. Should you need any help, you can ring the Admissions Department for help and information about applications. Their phone number is 020 7974 1625.

The Admissions team will write to you with the results of your application by early May. You will need to respond to the letter within two weeks. The fourth criterion (the distance a child lives from the school) is used when there are too many applications which meet the first three criteria. The Camden Admissions Team work out how many metres it is between your front door to the front gate of the school, using the nearest walking route on public roads or footpaths.

Length of time on the application list does not give any advantage to a child and is irrelevant in deciding priority.

If your child has been allocated a place at Primrose Hill School, Camden Admissions team will write to you to check you are still interested. They will give you a date by which you must make up your mind to accept the offer. **If they don't hear from you by that date they will offer another child the place instead.**

If you accept the place and your child is already in our Nursery we will tell you about the things we do in school to help make the move from Nursery to Reception as smooth as possible, and invite you in to meet the staff.

If your child is not at our Nursery then we will invite you to visit the Reception classes during the summer term. During this visit we will tell you about a typical day in school, inform you about what

your children need to bring with them and give you time to ask questions. We will then write to you confirming the offer of a place, give you a starting date and time and a date for a home visit, where you will be asked to give us some basic information about your child.

**Please also refer to our Settling into EYFS Policy**

### c. Further information and advice

You can get further information about Reception admissions from the school office or the Admissions and Exclusions Section at Crowndale Centre, Eversholt Street NW1 1BD Tel: 0207 974 1625.

## SECTION 3: CASUAL ADMISSIONS

### a. How to apply for a place in the school

Enquiries about vacancies in the school can be made to the school office, or directly to Camden Admissions.

We will ask you to complete an application form to give us basic information about your child. You will be given a copy as proof of your application. We will check the age of your child and look to see if we have a vacancy in the appropriate year group.

You are strongly advised to view the school and speak with staff before making an application to Camden. The Head Teacher hosts tours of the school on certain Wednesdays each term.

### b. How will we know about a place?

Camden admissions staff will advise you about the progress of your application as soon as possible after submission.

**Please note, as a matter of courtesy, the school will always contact your child's previous school before admission. This will usually be by Liz Ghamar – Assistant Head Teacher.**

### d. What happens next?

You will complete the relevant forms required by the school. This will include an admission interview.

On admission, you will also be given a welcome pack containing the following:

- ◆ our Home School Agreement;
- ◆ a permission slip for outings;

- ◆ a permission slip for use of your child's image on the school website;
- ◆ Camden's medical consent form

Once the forms have been completed we will arrange a home visit. This will either be from the Class Teacher or one of the Inclusion Leadership Team.

We will then agree a starting date for your child and their settling in procedure.

On your child's first day they will be greeted by the Head Teacher and be taken to meet their class teacher and the pupils in their new class.

Once your child has commenced at our school we will contact your child's previous school to request that their records are forwarded to us as soon as possible.

### **SECTION 4: ADMISSION FOR CHILDREN FROM REFUGEE AND ASYLUM SEEKING FAMILIES**

Additional support may be needed for children and families who are seeking asylum. The majority of these families may speak little or no English and may be in a state of crisis or trauma. While the admission and induction of these families should follow normal admission procedures, additional support and strategies may be necessary.

At Primrose Hill Primary School we will:

- Where possible, provide an interpreter during admission where possible
- Recognise the need for sensitivity when requesting documentation or evidence of date of birth. We recognize that some cultures calculate age using a different system and it is important to consider this when allocating children to a year group
- Recognise the need for sensitivity and support for the child and their family, and an understanding of emotional and cultural needs
- Endeavour to translate information about the education system and school information into community languages where possible.
- Introduce new parents/carers to others who are more established at the school and to other parents /carers who speak the same language, where possible.

### **SECTION 5: CHILDREN WHO LEAVE SCHOOL MID-TERM**

It can be easy to ignore the needs of children transferring school mid-term, as well as the needs of receiving schools, and existing peer groups. Successful transfer is a two way process and all too often, lack of communication and preparation can hamper the process. We endeavour to make the process as successful and positive as possible.

The following information should be passed on:

- Information about the child requested by the receiving school, which is honest and open about the child's needs.
- Written records, Assessment and Target setting information

- SEN records where appropriate
- Child Protection Records where relevant Parents should be informed that information about their child will be given to the new school and that this is common practice. Children transferring school will undoubtedly be apprehensive and feel insecure about the imminent changes in environment, not knowing friends and teachers, and being unsure of routines and procedures in their new school. We can help allay these fears in a number of ways.

The children should be asked by class teachers about any concerns they may have and these need to be discussed. When possible, the child should be told that schools have been/will be in contact with each other. Where appropriate the child should be asked what they would like the new school to be told about them and what has been told about them. Obviously positive things need to be communicated to the child but it might be reassuring for them to be told that the new school knows they are finding reading difficult, or playtimes hard etc.

PSHE sessions can be used to explore the child's feelings with their friends and cement a sense of belonging at their present school, enabling the child to transfer having left on a positive note with good experiences and memories. The child could be invited to take one or two pieces of work they are proud of to show to their new teacher and class. Class dynamics will alter when children leave as they will when children join. Groups may be affected or it may be only one or two particular friends. Support should be given to them.

Monitoring, Evaluation and Review The Head Teacher is responsible for annually monitoring the effectiveness of this policy in collaboration with the Senior Leadership Team and the Administrative staff. The Head Teacher will report to the Governing body on the effectiveness of the policy.

**Please also refer to our Attendance Brochure**

**Robin Warren**

**May 2016**

### **DISSEMINATION OF THE POLICY**

**The policy will be given to all members of staff and copies will be available for parents.**

### **PROCEDURES FOR MONITORING AND EVALUATION**

**The head teacher, members of the senior management team and members of the curriculum leadership team, will monitor the policy.**