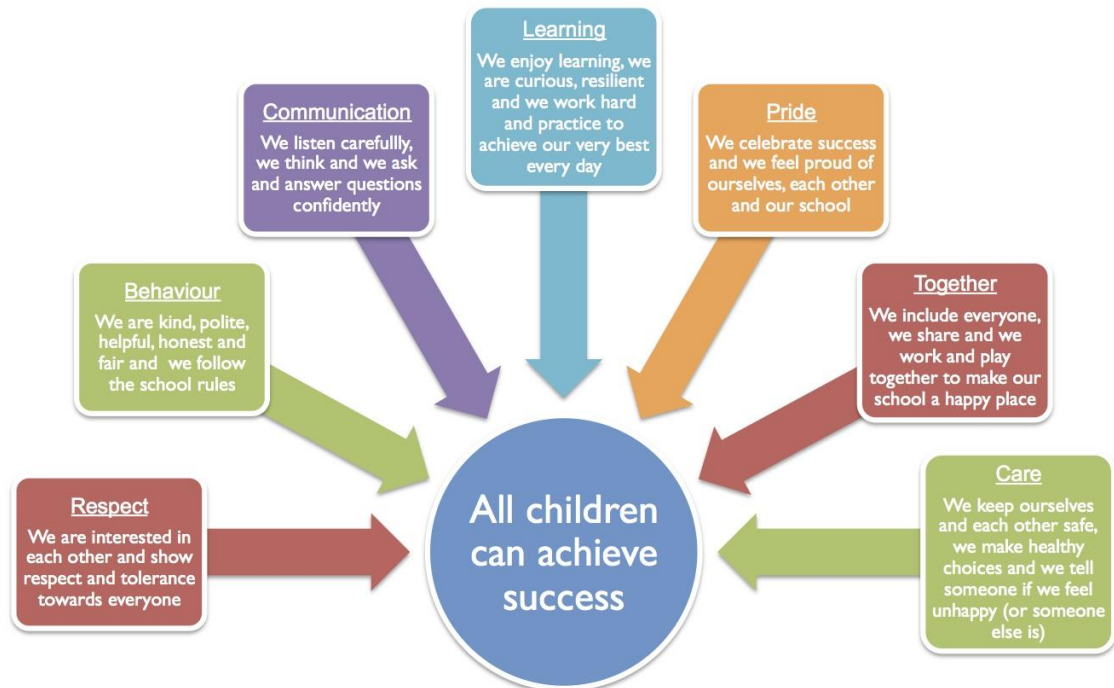




Woolmore
Primary School

ADMISSIONS POLICY April 2016

Our School Values For Pupils



Welcoming families to Woolmore

Our aim at Woolmore is to create a simple streamlined admissions procedure. One in which parents and families find the process easy to navigate, staff at school are clear about their roles and responsibilities and teachers are updated with correct information in good time.

The Local Authority (LA) guidelines form the framework for our Admissions policy. This includes the Nursery admissions timetable, the Reception admissions timetable and the mid-year timetable (Please refer to the current years guidelines for dates and timings)

The above documents are available in the school office.

School systems and structures

Office responsibilities

- To coordinate with the borough and follow their protocols, crosschecking information against RM Integris
- First point of contact for parents interested in applying to the school and arranging school visits
- To email teachers when information has been received from previous educational settings. All relevant pupil information to be filed appropriately
- To update RM Integris/ Target tracker/2 Simple/ Libray/Mathletics with new pupil details
- To check all paperwork is correctly completed
- To complete an electronic new arrival form, have this signed and give to the receiving class teacher and phase leader and Inclusion AHT if required
- To support parents in completing the admissions paperwork where required
- To send out letters relating to all aspects of admissions
- To save all current checked admissions paperwork into a shared folder on the RM staff drive

EYFS AHT responsibilities

- To prepare parent letters. Send to office for checking
- To support parents in completing the admissions paperwork
- To update the parents handbook
- To plan and lead at least 2 open days/ 2 induction meetings
- To allocate children into classes
- To coordinate centre visits to settings for Reception admissions from 6 May
- To coordinate Nursery home visit schedule

Inclusion AHT responsibilities

- To coordinate the updating of medical alert details for classes and year groups – including asthma, Allergies needing epi pens, dermatitis, glasses etc
- To meet alongside EYFS AHT any children arriving with a statement or documented medical condition
- To coordinate the induction for new arrivals – mid-year/transfers/parents/pupils

Class teacher responsibilities

- To read and file new arrival form in class folder
- To read learning journeys/reports as and when they come in to school
- To check names of new arrivals are on Target tracker in advance
- To ensure that everything is ready for the arrival of the new pupil (see new arrival guidelines – from Monica)

Protocols

1. Visits and admission meetings timetabled weekly:
 - Tuesday and Thursday afternoons
 - Weds and Fri mornings
2. Open day scheduled– all families sent an invitation along with their school offer letter
 - No later than 10 days after offer day – Reception open day
 - No later than 10 days after offer day – Nursery open day
3. Home/centre visit timetables

- Centre visits to new reception starters to be timetabled from the start of May – 1 day a week
 - Nursery starters home visits during the first week of term in September
4. Staggered intake of children to ensure less stressful settling in period where possible

Paperwork to be completed

All admissions paperwork is centralised and organised in the school office by the school office team. This includes:

- Common Application form filled in by families – to apply for Nursery or Reception
- Offer letter from LA & School

Admissions Pack Contents

Presented in a school folder with all paperwork of a professional quality

- Welcome letter from Headteacher
 - Borough admission form
 - Parental consent form
 - Medical information form
 - Home school agreement
 - Text and emailing information
 - Uniform policy
 - Uniform purchasing and prices
 - Borough attendance expectations
 - Food Menu
 - Current newsletter
 - Term dates
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- Admissions Checklist
 - New pupil information sheet – for all admissions
 - Collection alert

Our School Values For Leaders and Governors



Policy written and updated by: Tracy Argent, Headteacher and Janet Johnston,
AHT EYFS
March 2016

Ratification of this updated policy by Governing Body: 10th May 2016

Governor signing (name and signature):

Updated: April 2016

Date to be reviewed: April 2017