



EARLHAM

Primary School

Admissions Policy

A Policy for Casual and Unplanned Admissions

AIM STATEMENT

At Earham Primary School, new children will be admitted to the school throughout the year (subject to the availability of places in the appropriate year group).

All children requiring a place at the school will be offered a place irrespective of ethnicity, religious status, acquisition of English, educational experience, disability and UK status.

Providing there are vacancies, parents will be informed in writing and the child will be admitted on the next available admission day.

Prior to the admission date, as much relevant information as possible will be gathered from parents/carers, the previous school(s) and other relevant educational support and professional agencies involved, in order to ensure successful transition to the new class.

It may be necessary to extend the admission date for a child with Special Educational Needs in order for the necessary provision to be in place.

If however, it is felt that a child's needs cannot be met at the school, further consultation may be necessary with the school's senior management, local authority and any other external agencies involved. If this should be the case, parents/carers will be informed of any final decisions accordingly.

We are constantly reviewing the quality of our provision, in line with recommended good practice and with reference to the Primary National Strategy Material New Arrivals Excellence Programme Guidance Document.

Statement in Support of _____ Race Equality Policy
Standard 5: **ADMISSIONS AND ATTENDANCE**

We will monitor our admissions policy in order to check we do not discriminate against pupils from any ethnic group.

In addition, we will continue to:

- Monitor new admissions by ethnicity to establish trends.
- Use outcomes of admissions data to allocate school resources and support.
- Review our admissions procedure to improve communication between school and community groups.
- Monitor pupils' attendance and use data to address poor attendance with a range of services and agencies.

PROCEDURE FOR CASUAL ADMISSIONS

Phase 1: ON REGISTRATION DAY	STAFF RESPONSIBLE
Inform parent/carer of possible admission day or waiting list	admin
Inform parent/carer that previous school will be contacted	admin
Complete free school meal form	admin

Phase 2: BEFORE ADMISSION DAY	STAFF RESPONSIBLE
Undertake tour of school with prospective parent/carer (on request)	SLT
Check admission form to identify multi-agency support	admin
Contact other relevant agencies/support services (Appendix 1)	admin/SENCO
Inform HT of outcomes from multi-agency contacts	admin/SENCO
Contact previous school for pupil's records	admin
Select new class according to class roll, language, gender, SEN	SLT/admin
Submit copy of Admission Form to class teachers	admin
Inform class of new arrival	class teacher
Inform parent/carer of admission day	admin
Conduct meeting with parents/carers and prospective new pupil(s).	SLT

Phase 3: ON ADMISSION DAY – Wednesday morning	STAFF RESPONSIBLE
Provide copy of School Prospectus to parent/carer	admin
Provide pupil interpreter (if required/subject to availability)	EMA Team
Explain school procedures e.g. school starting/finishing times, breakfast club, P.E. kit, school uniform, book bag, behaviour policy	SLT
Introduce parent/carer and new arrival to teacher and new class	SLT
Select two buddies to conduct tour of school with new arrival	class teacher
Award certificate to class buddies	class teacher
Provide copy of Welcome Booklet/work book to new-arrivals	SLT

Phase 4: AFTER ADMISSION DAY	STAFF RESPONSIBLE
Submit previous school's records to class teacher	admin
Explain class rules, show class resources/provide workbooks	class teacher
Undertake initial assessments	class teacher
*Arrange meeting with EMA Co. to review outcomes of initial assessments/check on progress (designated day - Tuesdays after-school)	class teacher
*Arrange meeting with EMA Co. to plan for inclusion across the curriculum	class teacher
*Arrange meeting with EMA Co/SENCO/Learning Mentors to discuss pupils who are causing concern	class teacher
Ensure assessment of new arrivals are included at the next round of termly assessments	Class teacher

*** at the request of class teachers**