

Calverton Primary School



Admissions Policy

APPROVAL DATE: 19th February 2022

REVIEW DATE: 31st January 2024

To be revised Spring 23

The school follows the admission criteria set by the Local Authority for selecting and offering places to local children.

Newham Local Authority controls and organises all admissions for children aged 5-11.
The school controls and organises all admissions for children aged 3-5.

The school fully endorses the Local Authority's policy on Inclusive education and therefore has a commitment to the admission of children identified as having Special Educational needs/Disability.

In the Nursery children are not admitted until the term after their 3rd birthday.
The main admission into the Reception Year Group takes place once a year, in September. The school has three Reception Classes and as a result has the capacity to admit one intake of 90 pupils, into Reception, in September.

All prospective parents are invited to a meeting before their child is due to start. The school informs parents of organisational matters and the Early Years curriculum. The Nursery School Staff are pleased to answer any queries.

Information will be given to parents about the school and children's centre in the form of the school prospectus and other relevant material. Primary School parents will be asked to sign and accept the Home School Agreement. Parents will be introduced to their child's teacher and given the date and time their child will start at Calverton Primary.

At any parent's request the school is happy to arrange a convenient time and day for a full tour around the school.

WHERE TO GET HELP AND ADVICE ON ADMISSION TO CALVERTON PRIMARY SCHOOL AND CHILDREN'S CENTRE

Parents can contact Pupil Services for information on admissions through the contact number 020 8430 2000 between 9am and 5.15pm Monday to Friday (ASK FOR PUPIL SERVICES)

Write to Pupil Services at the Education Department at:
Children & Young People's Services,
Building 1000, Dockside Road, Canning Town, London E16 2QU

ADMISSION CRITERIA FOR MAINTAINED NURSERY PUPILS

Calverton Primary follows the admission criteria set by the Local Authority for selecting and offering places to local children.

1. The child must be 2 ½ years old to register for the nursery
2. Children will not be admitted until the term after their 3rd birthday

3. Priority is given to children in catchment area with the oldest being admitted first, in order of being registered
4. We will take names from any Newham resident but if they are a distance away, we will inform them about other schools in their area (after those in catchment of same age)
5. Exceptions are made, and priority is given if a child has individual needs (SEN), is a looked after child or has been referred by the Education Authority or Social Services
6. Parents are required to inform the school office when they register at another nursery, accept a place else where or move home

Practice

Families whose names are on the registration list are contacted by letter.

- The family is invited to come into the school office to fill in the 'Admissions Form' with the appropriate member staff. This is an occasion where the nursery and family share information about the child and the nursery. Any questions are answered. Allocations are made for either a morning or afternoon session. A copy of the 'settling-in' and information booklet is given to the parent/carer for their information
- Each key person will settle the children in gradually. From the first day the children start they are put on register and marked present even if parent is still with the child

ADMISSION CRITERIA FOR MAINTAINED PRIMARY PUPILS

The school follows Newham council policy guidelines. It clearly states the criteria for pupil admission.

Children with Statements of Special Educational Needs will be admitted to the school named in their statement before other applicants are considered.

If we have more applications under the above considerations, than we have places available, we will apply the admissions criteria below to decide which applicant gets priority. Children in a lower priority group will not be offered a place unless all the children in the group or groups higher have been offered.

Priority 1: Children currently in care and children who were looked after, but ceased to be so because they were adopted (or became subject to a Residence Order or Special Guardianship Order)

Priority 2: Children who have been assessed by Newham Council's Special

Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition, the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties

Priority 3: Children who live in the school's 'catchment area' and at the time of admission will have a sibling in the school

Priority 4: Children, who do not live in the school's 'catchment area' but will have a sibling in the school at the time of admission

Priority 5: Other children who live in the school's 'catchment area'

Priority 6: Other children, whether or not they live in Newham

If you need further assistance, please contact the school's admissions officer on 020 8478 2133.

SCHOOL PROCEDURE FOR ADMISSION

The school's Admissions Officer is responsible for the general admission and induction to Calverton Primary School.

1. The Admissions Officer is notified by the Local Authority of admissions into Reception Classes in April
2. A letter is sent to parents from the school
3. The Admissions Officer hands over key information (siblings in the school, date of birth and address) regarding the pupil to the relevant class teacher
4. The HT decide class numbers and gender split of the whole cohort
5. Admission Packs are sent out to all parents. Parents are then invited in to school to complete the relevant paperwork.

During this meeting:

- the school's admission form is completed
 - parents are supported with completing an online application for free school meals if eligible
 - parents receive a copy of the school prospectus
 - parents complete a document check where documents have been submitted for photocopying
6. In EYFS the Early Years Leader invites parents to a meeting highlighting the expectations of the school. During the meeting routines and procedures will be outlined, examples of work will be shown, parents and their children will be given the opportunity to visit the Reception setting and the children will be invited to events and activities planned for new intakes such as the Teddy Bear's Picnic
 7. The information on the admissions form is upload onto the school's SIMS database by the Admissions Officer

8. The school follows an open-door policy and encourages parents to visit and communicate with the Reception teachers during the transition period

IN YEAR ADMISSIONS -AIMS

- To offer a positive transition experience for pupils admitted in year to Calverton
- To ensure the teacher and learning mentors are fully informed and well prepared when admitting new pupils
- To gather the maximum amount of relevant family, educational and background information and disseminate accordingly
- To establish genuine needs for entitlements and liaise with relevant agencies
- To present school information that is accessible and understood by family members and clarify school issues
- To initiate and develop trusting and co-operative relationships between home and school

CRITERIA FOR IN YEAR ADMISSION

The school follows Newham Council policy for admission.

Parents have a right to appeal, if they are unable to get their child into Calverton Primary. Parents can contact Pupil Services for information on admissions through the contact number 020 8430 2000 between 9am and 5.15pm Monday to Friday or they can write to Pupil Services at the education department: Children & Young People's Services,
Building 100, Dockside Road, Canning Town, London E16 2QU

KEY ISSUES

Calverton Primary admits a percentage of pupils during the course of a year. Our 'mid-phase' pupils are either admitted from other schools or from another country.

Pupils joining the school during the term are likely to be affected by one or more of the following factors:

- Homeless and living in temporary accommodation
- Refugee and asylum seekers
- Families moving house by choice
- Family break-up, domestic violence or other sensitive family circumstances
- Travelling families
- Newly arrived in the UK
- Movement between other schools
- SEN pupils requiring access
- Children Looked After
- Vulnerable children

SCHOOL PROCEDURE FOR IN YEAR ADMISSION

1. School's Admissions Office is notified by the Local Authority of in year pupil admission.
2. The Admissions Officer will make an initial telephone call to the parents to gather admission information including:
 - School catchment
 - Previous schooling and levels
 - Medical conditions/SEN
 - Level of English- will an interpreter be required
 - Notification of initial interview
3. The information is shared with relevant staff such as SENCo or Safeguarding Officer where necessary
4. The Admissions Officer will then send a letter to the parents confirming the initial interview date/time and to inform them that a placement has been granted
5. The Admissions Officer/Mid-Phase Admissions Lead will hold the initial parent/pupil interview (Wednesday's) collect and process the relevant information
 - Admission form
 - Proof of address
 - Proof of birth (Birth certificate/passport etc)
 - Home school agreement
 - Free school meal information
6. The Admissions Officer will inform the HT/DHT of class numbers and gender split in that year group where necessary, and decide the appropriate placement
7. The Admissions Officer will inform Mid-Phase Admissions Leader of any new starters weekly
8. The Admissions officer will hand over relevant information regarding the pupil to the class teacher, SENCo and appropriate Senior Leader
9. The Admissions Officer will request records from the previous school and contact other key providers if necessary
10. The Mid-Phase Admissions Lead will monitor the admission of new pupils. The Learning Mentors will ensure appropriate transition arrangements are made (buddy experts etc)