

Boxgrove and Kidbrooke Park Primary Schools

Admissions Procedure

In Year Admissions

- As soon as the borough informs the school of the places offered the office must inform Head of School and give them a copy of the children's names and previous schools and Date of births.
- The Head of School/AHT will then contact previous schools, after which they will inform the office to invite the parents in to collect the school administration forms and have a tour with the Head of School/AHT. If there is any relevant information passed on in relation to safeguarding, Medical needs or SEND the Head of School/AHT will undertake further contact with the previous SENCO, Social worker, relevant professional and ensure the schools' leads of these areas are informed.
- The office will advise parents to come for a tour, bringing the relevant forms of identification with them in order to fill out the admission forms on site.
- The office will put the date and time of the meeting on the school diary, with the parents' names and inform the Head of School/AHT.

The Tour

- In preparation for the tour the office will ensure they have the admission packs ready and school uniform / book bags in stock.
- When the parents arrive for the tour the office will inform the Head of School/AHT straight away.
- The Head of School/AHT will then conduct the tour and bring the parents back to the office. During the tour the Head of School/AHT will ensure the parents have been informed of uniform, behaviour, attendance expectations, elicit any key concerns and discuss further any SEND, medical or safeguarding issues that arose from the exploratory phone calls in order that necessary support / procedures can be in place before the child starts in school if required.
- The office staff will then ensure the parents take their admission pack to either fill out on site or at home as the parents prefer. Parents will be advised by the office that a start date cannot be given until the completed paperwork is returned.
- The office will also inform the parents as to the cost of uniform and school meals, helping them as necessary and enquire and guide parents as to whether they will be eligible for free school meals/ EYPP.

Getting the pupil started

- The office will consult with the Head of School/AHT to assign the child to a specific class and advise a start date. Start dates must be offered as soon as possible, allowing for the appropriate checks to be made in order that the correct support can be deployed as requires.
- The office staff will put the child on the SIMs system and inform the Local Authority of the accepted admission.
- As soon as a start date has been set the relevant class teacher must be informed orally and receive a copy of the child's admission paper work (excluding the forms of identification), along with the 'New pupil guidance' sheet
- The start date, along with the child's name and new class must be put on the diary and added to the class register.
- The parents must be advised by the office that on the first day they should come to the office in order that they can be taken to the class.
- Baseline assessments for each child joining FS, regardless of the term in which they start, will be scheduled to be completed by the class teacher within the first six weeks of the child starting school.

The First Day

- As soon as the parents come to the office the office staff will inform the Head of School/AHT. The Head of School/AHT will then guide the parent and child to the new class and introduce them to the class teacher, along with where the parent will come in order to collect the child at the end of the school day.
- The teacher will ensure the new child will have pupil records, books and a peg labelled on their first day and show the child where to place their book bag and lunch box if they have one.
- Children will be shown the location of toilets and given a tour of their environment.
- The new pupil will be allocated a buddy from the same class for the day, who will befriend the new child as appropriate.
- The teacher will ensure they advise the parents upon collection how well the child had settled and take this opportunity to ask any further questions in order to fully support the child further during this transition process.

Reception admissions

Reception Application Process

- All pupils eligible for next academic Reception intake will be advised to make direct applications to Greenwich local authority online by the EYFS leader from October. Nursery class teacher will remind parents as appropriate of deadline and offer support to families who may need assistance filling in the forms. Parents can request paper formats from the LA admissions department.
- The office will regularly check the online admissions update and print the list determined by the LA admissions department stating families that have applied. This will be passed to the EYFS leader and HOS. (School access Module can be viewed from January onwards)
- If a medical, dietary requirements, special needs or other issues have been noted on the admission forms by the parents, the HOS, SENCO and EYFS leader will be made aware by the office in order that areas can be explored before the pupils start and any necessary training or support can be set up.
- Phase leader will set dates for New Reception Parents meetings in June in order to explain the school processes and start dates.
- Before the start date pupil and family details are entered in SIMS.net (in preadmissions) and a pupil file is made up.
- Office to send letters via mail to parents regarding start date and the settling times and dates.

Planned admission timetable

Reception admissions process for entry in September 2020

Stage of process	Date
Application period starts	1 September 2019
Closing date for applications	15 January 2020
Outcome of applications	16 April 2020
Deadline for accepting the offer	30 April 2020
Appeal hearings	June and July 2020

Nursery Admissions

Nursery Application Process

- All pupils eligible for nursery admissions will be advised to make applications to the school office with appropriate evidence. A waiting list is maintained by the office for the next or future years academic nursery intake.
- Forms and documents are filed in date of birth order according to the academic year in the Nursery folder.
- The maintained office list will be passed to the EYFS leader and HOS for determining places offered and to set Am / Pm lists.
Admission decisions are based on the following criteria:
 1. Pupils who are LAC
 2. Pupils with an EHC plan
 3. Pupils with a parent in the school
 4. Siblings of pupils within the main school
 5. By distance from the school
- If a medical, dietary requirements, special needs or other issues have been noted on the admission forms by the parents, the HOS, SENCO and EYFS leader will be made aware by the office in order that areas can be explored before the pupils start and any necessary training or support can be set up.
- Phase leader to set dates for New Nursery Parents meetings in June.
- At the Nursery meeting parents will be given the opportunity to fill in a date and time for their home visit.
- Office to call all new nursery parents to confirm their home visit booking in July.
- In September the nursery staff to carry out home visits.
- After the home visit and in consideration with the wider needs of the cohort of pupils the EYFS leader will discuss with the HOS the dynamics for pupil group start dates.
- Once the pupil has a start date the EYFS leader will pass this information onto the office in order that it can go on the diary and Sims.
- Office to call the outstanding new September nursery starters and offer a home visit and write them on the sign-up sheet
- **Where places exist in nursery** families will be telephoned at the start of the month their child turns three and asked to come and meet with the EYFS phase leader and visit our Nursery and meet the Nursery Teacher. Appointments are booked with the EYFS phase leader or AHT, a maximum of two families per day session after the relevant checks have been made for SEND, Safeguarding, Medical needs. The electronic School calendar and Nursery waiting list is up dated with the appointment date. After the visit forms will be returned to the school office with a start date as agreed with the HOS and Nursery Teacher.

Appendix 1 - New starter checklist

<u>Action</u>	<u>Completed</u>
<u>Before the child starts:</u>	
Add them to your seating plans and ensure enough resources are available	
Create peg and tray labels	
Label books ready to use, including homework book	
Check any needs of the child (inc. medical) and ensure you have the appropriate equipment	
Liaise with office to identify what data we have received and other professionals involved.	
Create target cards/traffic light names etc.	
Collect necessary books	
<u>When the child is starting on their first day:</u>	
Welcome the child in to the school	
Find out if the child is school dinner or packed lunch	
Set up the child with a helper/friend to spend time with and show them around the school during play/lunch	
Outline expectations with the child	
Introduce to adults in the classroom	
Explain class and school rules/expectations	
Indicate where to put packed lunches/water bottles etc.	
Outline the presentation expectations, appropriate for the year group	
Add to a 'House' for House Points	
Ensure the child has a reading book to take home and a reading record to record this in	
Introduce yourself to parents at the end of the school day, explaining how the child settled that day (call home if needed)	
Make the child and parents aware of important information for the class such as P.E. days and key dates coming up (trips, class assemblies etc.)	
Receive an updated 'Authorise Adults to Collect' from the school office – chase if you haven't received it	
<u>Ongoing for first few days:</u>	
Check in with the child to see how they have settled and the friends they have made	
Give them an opportunity to ask any questions for things they are unsure of	
Adapt seating plans/groups based on AfL from previous lessons	
Inform parents of how the child is settling	
Track P.E. kit/reading/homework/general expectations and follow concerns up with parents	
Liaise with other staff (PL, SENCo, Partner Teacher, TA, HoS) regarding any concerns you have for the child, including behaviour, child protection and in their learning	
Assess the child against KPIs for their baseline and give to PL to add to data	