

# Admissions



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## Rationale

We recognise that starting school is a major step in a child's life; both parents and child may be apprehensive.

Entering a new school later in a child's life can be equally daunting.

In both instances the child is moving from a secure, familiar environment to one which is unfamiliar and potentially alarming.

In this school we believe it is important to create conditions which will enable the child to make that transition as smoothly as possible.

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## Aims

To provide a secure and happy learning environment.

To support the parent and child through the transition from home to full-time education, or from old to new school.

To establish trusting relationships between parents, child and staff.

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## Rationale

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### Aims

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# Playgroup Pre-School Admission Procedures

## Organisation

The Pre-School is staffed to accommodate a maximum of 12 children. There is one session each morning. Places are offered on a part-time basis up to five morning sessions.

## Admissions

Children are eligible for a pre-school place from their second birthday, and children may start (spaces available) from the date of their second birthday.

## Admissions Criteria

Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit:

- 1 Children who are in receipt of government funding for two year olds, and
  - (a) live within the catchment area of the school
  - (b) live in the catchment area of a neighbouring school which does not provide a 2-year-old class;
  - (c) live anywhere else in Northumberland.
2. Children who are already two but not in receipt of government funding for two year olds, and
  - (a) live within the catchment area of the school
  - (b) live in the catchment area of a neighbouring school which does not provide a 2-year-old class;
  - (c) live anywhere else in Northumberland.
3. Should it prove necessary to distinguish between children in any given category, priority will be given by applying the following sub-criteria in decreasing order of merit:
  - (i) children on whose behalf evidence of exceptional medical, social or educational need is presented (this will normally have to be supported by a professionally involved third party)
  - (ii) children who have an older brother/sister who is expected to be on the roll of that school or nursery class at the time of admission.

Children who have applied for a pre-school place are put on a waiting list in date order of receipt.



# Nursery Admission Procedures

## Organisation

The nursery is staffed to accommodate a maximum of 36 children each session.

Places are flexible and can be offered on a full and part time basis. Places can be funded with 15 and 30 hours funding. Additional hours can be paid for.

## Admissions

Children are eligible for a nursery place in the term after their 3rd birthday.

We operate a staggered entry system in September, January and April (spaces permitting) to allow the nursery team to have the opportunity to spend a considerable amount of time with individuals and small groups of children.

During this period parents are encouraged to stay with their children to help them settle and join in with nursery activities.

## Admission Criteria

Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit:

1. Pupils who are age three by 31st August prior to the academic year in question and
  - (a) live within the catchment area of the school;
  - (b) live in the catchment area of a neighbouring school which does not have a nursery class;
  - (c) live anywhere else in Northumberland;
2. Pupils who are age two on 31st August prior to the academic year in question and turn 3 during the Autumn term for January admission or during Spring term for April admission.
  - (a) live within the catchment area of the school;
  - (b) live in the catchment area of a neighbouring school which does not have a nursery class
  - (c) live anywhere else in Northumberland

Should it prove necessary to distinguish between pupils in any given category, priority will be given by applying the following sub-criteria in decreasing order of merit:

- (i) children on whose behalf evidence of exceptional medical, social or educational need is presented (this will normally have to be supported by a professionally involved third party)
- (ii) children who have an older brother/sister who is expected to be on the roll of that school or nursery class at the time of admission.

Children who have applied for a nursery place are put on a waiting list in date order of receipt.

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## Main School Admission Procedures

### Admission

Only those children living within the catchment area are initially eligible for admission to the school. Those children living outside of the catchment area should apply to the Director of Education for admission.

### Starting School

#### a) New Entrants

In this school children are eligible for admission in the September following their fourth birthday. It is recognised that most children will have been attending our nursery or a play group, and that others will have come directly to school from home or a childminder.

#### b) Transferring from Another School

Children living within the catchment area will be admitted to the appropriate year group, up to the maximum number, currently 45, as laid down by the Department for Education and Skills.

Parents of children living outside the catchment area must apply to the Director of Education.

Appropriate information regarding admission, and the education service etc will be given to parents by the Head teacher.

### Procedures regarding New Entrants in September

#### a) Before Admission

Parents will be invited to meeting in order to meet staff, look around the school, and receive general information about the school, staff and education offered to the children. Both school and County information booklets will be available. The reception class teacher



will liaise with playgroup leaders and nursery teachers. They will visit the children in the playgroup or nursery, and make home visits as necessary. It will provide an opportunity for parents to have queries answered and exchange information with staff.

One classroom visit will be offered to the parents and child during the summer term before starting school. This will be a morning session lasting approximately 3 hours, enabling them to experience the reception class at work.

**b) On Admission**

On the first day of the Autumn term children will be admitted to full-time education.

**c) Staffing**

The reception classes will be staffed by a full-time qualified teacher, supported by classroom assistants and learning support assistants as available/required.

**d) Parental Involvement**

This begins with pre-school visits and meetings.

During a child's first few days in school, parents are welcome to stay for a while in the classroom, until the child is settled.

The reception class teacher is available each day for parents wishing to gain information on how their child has settled.



This policy has been formally adopted by the governing body.

**VERSION HISTORY**

VERSION	DATE	DESCRIPTION
Initially adopted	14 October 2015	Adapted into Swansfield Park First School
Review	31 August 2016	Adapted into Swansfield Park Primary School
Review	30 September 2018	
Review	27 December 2019	Minor date change
Review	29 September 2021	Minor text amendment
This Review	October 2022	Minor text amendment



Headteachers:  
**Mrs J E Smith**  
 BSc PGCE,  
**Mrs A-M Grimes**  
 BA(Hons) PGCE



**APPROVAL AND AUTHORISATION**

	NAME	JOB TITLE	SIGNATURE	DATE
Approved	<b>Jenny Smith</b>	Head Teacher	<i>J E Smith</i>	October 2022
Approved	<b>Angela Jefferies</b>	Chair of Governors	<i>A Jefferies</i>	October 2022
	<b>DATE OF NEXT REVIEW</b>		<b>Autumn 2023</b>	

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