



Admission Policy

The LA is the admission authority for Kingsholm C of E Primary School. The school's Governing Body has a duty to implement LA decisions on individual applications and to act in accordance with the LA's admission arrangements.

An application must be made to the County Council for every child starting school in the September. Parents can apply online 24 hours a day, seven days a week at www.gloucestershire.gov.uk/startingprimary or by completing a paper form which can be downloaded from the same site or requested from the County Council's Admissions and Transfer Team on 01452 425407.

The school gives equal opportunities to all children. This includes children with Special Educational Needs and children who may live in another LA area.

The published admission number (PAN) for 2015 is 90. In the event of an in year (after the 1st September in which a child is in reception) application for a year group at PAN a family can either appeal for a place and/or place their child on a waiting list.

As a Voluntary Controlled Primary School the following criteria will be used to admit children into the Reception class: (for definitions of terms reference should be made to the LA published guidance)

1. Places are offered first to local children being cared for by the county council (Looked After Children) and the children from Armed Forces family.
2. Children who will have siblings attending the school when they start (a 'sibling' is defined as 'brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil Partnership', and in every case, the child should be living in the same family unit at the same address').
3. Available places will be offered to children whose homes are closest to the school (the distance is measured in a straight line).

Admission Appeals

In the event of over subscription parents of children not allocated a place at our school have the right of appeal to the LA

Transition arrangements for pre-school children

Aim - To provide both formal and informal opportunities for new admission children and their parents to become familiar with the life and work of the school, the buildings and the staff who work there, so that admission and integration in the autumn term is a natural and exciting step forward.

- Children are admitted in the Autumn Term of the school year in which they will become five years old.
- In co-operation with the Children's Centre and other local pre-school settings, the school arranges visits for the new Reception intake and their parents.
- The school strongly believes that the needs of the child are paramount at the introduction of their school life
- Before children start in September, Reception staff will undertake a home visit when they can discuss confidentially with parents any specific individual needs of the child (e.g. dietary, physical, mental or social problems).
- The school term for reception children starts a week after the rest of the school. Children attend part-time: the youngest children attend mornings; the first week until 12.00 p.m.; the second week until 1.00 p.m. to include lunch and then full time from the third week. The eldest children attend afternoons for one week and then become full time in the second week. Youngest and eldest are defined for each cohort but is generally a March/April divide. This arrangement enables the children to benefit from a quiet, secure environment with their class teacher and to feel confident in their surroundings.

- Deferred or part-time attendance of children under five can take place by agreement between the parent and the school where the child's particular needs make this appropriate.
- An open morning is held in the November proceeding the September the child starts school. This gives parents the opportunity to see the school and to meet the Head Teacher before deciding which school they wish to register their child at.
- All parents of registered children are invited to a meeting in the first half of the summer term to explain the induction procedure. General school information will be given to parents.
- Each child due to start school is given the opportunity to visit school on a number of occasions. The last visit will be with their new class teacher in their new classroom.
- Each Reception Class will have a full time teaching assistant who will support the class teacher. Parental involvement is also actively encouraged.
- Social and moral aspects of life and awareness of all kinds of religious culture is emphasised in school.

Procedure for admitting all children:

- Parents to complete Registration Form, Home School Agreement, Parental Permission Form ICT and E-Safety Agreement and Medical form (if necessary)
- Parents to provide a copy of the birth certificate and any contact orders or deeds etc
- If child is coming from another local school, check they are aware of the move, request child's records and CTF file.
- Contact out of County school for child's records and CTF file.
- If child has come from abroad and attending UK school for the first time issue UPN number.
- Admit child on SIMS
- Add to attendance register and class list
- Place original registration form in pupil file and place copy in register for child's class teacher.

Procedure for any Child Leaving:

- Request new address and address of new school.
- Remove from computer once move confirmed.
- Put leaving date in Admittance Register.
- Remove details from Contact Register.
- Pass child's records to new school once they have requested them.
- Remove from class list.
- If not contacted by new school within a week this is then passed onto our Education Welfare Officer who liaises with the LA.