

Seething and Mundham Primary

School Policy for Admissions



Status

Seething and Mundham is an Academy School, part of the Sapientia Education Trust. All admissions are handled by the Norfolk County Council.

Purpose

To ensure that decisions to admit children are based on fair and transparent criteria. If there are more requests for places than places available children will be allocated places according to the criteria set out in the annual 'Starting School' brochure to parents. Parents/carers may appeal against a decision not to admit a child and this process is managed by County and the school attends 'appeals' when requested. This policy should be read in conjunction with the policies and should be reviewed annually.

Roles and responsibilities of headteacher, other staff, governors

- The **Head Teacher** will ensure that:
- pupils are admitted only in accordance with school policy
- where places are available, pupils are admitted in accordance with the agreed priorities.
- All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents/carers and potential parents
- an admissions' register is kept up to date
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority.

Summer Term Induction

All reception children are invited to attend play sessions, accompanied by an adult, during the summer term prior to starting school in September. This enables the new intake and their parents time to get to know both EYFS staff, the learning environment and their peers.

Entry to school in September

All new reception children enter school part-time for an induction period, which includes an introduction to staying for lunch and playtimes. After this induction period, lasting 2 to 3 weeks,

This policy was re-adopted by the Governing Body in April 2016 and last amended April 2017 when the school became an academy.

the EYFS team negotiate with parents the best pattern of attendance for each individual pupil. At present, the Norfolk LA Policy is that all children are eligible to attend full time but recognise that this is not always the best model for some individual pupils and therefore the school can arrange a longer induction process, with agreement from parents.

Arrangements for monitoring and evaluation

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.