

Hallaton C of E Primary School

Admissions Policy

The governing body of Hallaton C of E Primary School have endorsed the following policy.

1. Guidelines as laid down by Leicestershire County Council will be followed. The full policy and criteria are available on the County Council website.
www.leicestershirecountycouncil.gov.uk/admissions
2. The approved admission number (PAN) from September 2015 is 18. This will be reviewed on an annual basis.
3. Children will be admitted into school at the beginning of the year in which they have their fifth birthday. There will be one intake at the start of the Autumn term

School Aims

Our aim is to ensure

- a smooth transition from home, preschool or nursery
- the involvement of parents in their child's education

EYFS - before entry to school

1. Visits by parents and children

We welcome parents to visit the school prior to making an application. Parents will be offered a look around the school and a chance to meet staff. Whenever possible this will be done by the Headteacher or a delegated member of staff if the Head is unavailable. The initial visit by a parent is the start of the induction process. Parents may then choose to complete the admissions forms and register for a place via the Local Authority to which they pay their Council Tax. Applications must be made by early January at the latest.

When parents receive offers of places from the Local Authority the school will write to parents and invite them and their child into school. This meeting will be led by the Headteacher and the EYFS teacher. Other relevant adults such as the school bursar and nurse will also be introduced. Parents will be given information about the school day and uniform. Parents can request a separate meeting to discuss any medical conditions or other relevant information.

Whilst the parents are meeting the children will be supervised by members of staff and get to see their classroom.

When they join the school, the children will be allocated a buddy from Year 6 and 5 who will meet them in the playground in the morning and look out for them during their first few weeks at school.

2. Visits by staff

Wherever possible the EYFS staff will arrange to visit all settings that are feeding into the school and meet with each child's key worker. This will usually take place in the summer term prior to starting school.

Admission of children other than EYFS

We understand that changing schools can be a difficult time and every effort will be made to ensure that this is managed smoothly. Parents will be offered a tour of the school and a chance to meet the Headteacher and their child's new class teacher. New children will be offered a visit to their new class if this is practical.

School records will follow from the child's previous school.