

SYRESHAM ST. JAMES C.E. PRIMARY SCHOOL

Admissions Policy

1 Introduction

- 1.1** Syresham St James CE Primary School seeks to create an environment that reflects our Christian ethos, providing safe, happy and challenging working conditions for all members of the school. This environment is exemplified by our school values to promote respect, generosity, courage, love, fairness and forgiveness.
- 1.2** In Voluntary Controlled schools, admission to primary schools is the responsibility of the Northamptonshire Local Education Authority (LEA). The county admissions policies can be found at http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/admission-arrangements-consultation.aspx?_ga=1.30081980.206548628.1339419287
The county policy is to admit children in the September **after** their fourth (4th) birthday.

2 Admissions Criteria

- 2.1** Refer to the council 'Applying for a Primary School Place in Northamptonshire Information for Parents' booklet' for guidance on applying for a place.
- 2.2** Parents/Carers have to apply online for places. The school is happy to give advice on completing the forms.
- 2.3** The date a parent first approaches the school to request a place is not a recognised criterion in deciding which children will be offered places in the case of over-subscription.
- 2.4** Northamptonshire LEA have set the admission limit, which is known as the "standard number", at 14.
- 2.5** Admissions to other year groups depend on the total number on roll which should not exceed 98 (which numerically results from 7 year groups each containing 14 children).

3 Syresham School Nursery

- 3.1** The Nursery is led and managed as part of the maintained school and is located in a purpose built, standalone facility in the school grounds.
- 3.2** Admission to Syresham School Nursery does not automatically mean admission to Syresham St. James CE Primary School. The above admissions criteria will still be applied.
- 3.3** Admission to Syresham School Nursery is not the responsibility of the LEA, but is dealt with directly by the school, according to the Nursery Admissions Policy (Appendix A).

Parents/Carers should contact Northamptonshire LEA prior to visiting school to determine if places are available. If School is the first point of contact then the school will advise Parent/Carers of this procedure before showing them round.

If places are available, then these places are open and welcome to children from any locality, irrespective of background circumstances. This is in line with the Equal Opportunity Policy.

4 Timetable for new admissions to school

- 4.1 The dates in the timetable will vary slightly from year to year as the dates are set annually by the Local Education Authority. The time line remains the same.

Autumn Term

"APPLYING FOR A PRIMARY PLACE IN NORTHAMPTONSHIRE" document sent to parents who have registered an interest with the school.

December

Preference forms to be returned to school by early December, forms are sent to the LEA. (Note the document includes a section on how to apply online)

Spring Term (March/April)

Offer of place letters sent to parents.

- 4.2 The Reception Teacher and/or Early Years Coordinator will visit children in other Nurseries and Early Years settings during the early part of the summer term, and will contact the parents to arrange a home visit if this is required.
- 4.3 The Reception Teacher and/or Early Years Co-ordinator will arrange a Presentation meeting for parents of new children and give out information folders. Parents are given the opportunity to look round the school and ask questions.
- 4.4 New children will be given the opportunity to spend 2 mornings in school with the current reception class and one morning as their new incoming class.
- 4.5 Children are admitted to school in September and attendance is gradually increased as follows:
- First two days – half day only, collected at 11:45am
 - Next 2 weeks – half day only, but stay for lunch and are collected at 12:50pm
 - From 3rd week into the term the Reception children can stay full time
 - The Reception Class teacher decides if a child is ready to begin full-time school and may suggest that a particular child attends for part of the week.

The dates for notification change annually please check on the council website:

www.northamptonshire.gov.uk

Signed  _ _

Reviewed in March 2018
Adopted by the Full Board of Governors on 25th April 2018
Next review due: March 2019

Appendix A Nursery Admissions Policy

Policy Statement

Syresham School Nursery welcomes all children and their families, regardless of race, culture, sex, social class and disability. We offer sessional care for children from the age of 2 years old as part of an Early Years Foundation Stage Unit within the school.

Admissions Procedures

- We aim to ensure that the Nursery is advertised in ways and in places that are accessible to all sections of the community,
- We provide detailed information about the Nursery on the school website.
- There are currently 30 places available per session and we are open for 30 hours per week during term-time, plus breakfast and lunch clubs.
- We always aim to offer a child a place at our Nursery.
- The allocation of places is done on a first come, first served basis, dependent on the age of the child and the associated staffing ratio requirements.
- If and when it becomes necessary to have a waiting list for places, we will also operate it on a first come, first served basis dependent on the age of the child and the associated staffing ratio requirements. Other considerations will be the distance of the registered home address from the setting and whether the child has siblings already attending the Nursery or school.
- We aim to advise parents and carers of the availability of places on request by telephone, email or in person.
- We provide prospective parents and carers with a prospectus and will invite them to visit the setting and to come to a taster session with their child.
- Applicants will be asked to complete a Registration form and pay a non-refundable admission fee of £15 to secure their place and to cover the costs of administration.
- Where financially viable, we aim to keep a place vacant to accommodate an emergency admission.

Admissions to School from Nursery

Admission to Syresham Nursery does not automatically mean admission to Syresham St. James CE Primary School. The admissions criteria set out in the School Admissions Policy will still be applied. Admissions to the school are handled by Northamptonshire Local Education Authority and not directly by the school.