



# Admissions Policy

## ABSTRACT

The aim of this policy is to set out how the borough and the school admit new pupils.

|             |                                     |
|-------------|-------------------------------------|
| APPROVED    | Chair of Governors /<br>Headteacher |
| POLICY DATE | Autumn 2021                         |
| REVIEW      | September 2022                      |

All admissions to any Newham Primary School are dealt with by our Pupil Services Department, at Children and Young People's Services, at 3<sup>rd</sup> Floor Eastside, Newham Dockside, 1000 Dockside, London E16 2QU or through [www.newham.gov.uk](http://www.newham.gov.uk)

If you wish your child to attend our school, you have to contact this department directly (0208 430 2000) as we do not hold any information on waiting lists at school.

For a nursery place the school arranges the admissions process. Application form is available from the school or the school website.

### **Aims and objectives**

The Council, using the following criteria, makes admissions to the school:

#### Priority 1

Children with Statements of Special Educational Needs or those where a school is receiving 'exceptional resource funding' for that child under the School Action Plus stage of the Special Educational Needs Code of Practice.

#### Priority 2

Children who are in the care of a Local Authority.

**Explanation:** This priority will normally only apply to the nearest school to the child's accommodation address with a suitable vacancy.

#### Priority 3

Children who live locally and have a brother or sister in the school.

**Explanation:** The family home must be in the school's catchment area. The brother or sister must go to the school – not the school's nursery class. The parent/carer must tell the school about the brother or sister when they apply.

#### Priority 4

Children who do not live locally but have a brother or sister in the school and it can be proved that a place was not available at the local school for that brother or sister.

**Explanation:** The parent/carer must have a letter from that school or from the Education Department to prove that their child could not get a place in the local school. This will only be possible if the child started school after August 1999. As this is a new reason for admission, the local school will not have these records before this date. If the first child started before August 1999, the child who has yet to start school will fall in group 5 below.

#### Priority 5

Other children who live locally.

#### Priority 6

Other children, whether or not they live in Newham

**Explanation:** If a decision has to be made between children in one of the groups, we give the place to the child who lives to the school's main entrance by walking distance.

**For visitors from overseas, you have the right to apply for a school place in Newham if:**

- The child holds a current valid passport from an EEC country
- The child holds a current valid passport and a visa (where necessary) that would enable them to stay in this country for at least six months from the date of application.

For the above purposes, for applications made during Newham summer holidays, the date of application will be taken as 1<sup>st</sup> September.

All families are welcome to visit the school and have a tour of our building, meet some of the staff and children and find out a bit more about us.

**Once offer and allocation:**

Once LBN has allocated a place at Grange Primary School, it is essential that the necessary action is taken regarding each pupil within a maximum of 2 weeks from the offer date.

For every pending admission to ensure:

- Every child in Newham is in receipt of suitable education
- Every child is safe during school hours
- No family is worried or confused about their child's admission to their named school
- Compliance with the admissions, attendance and SEN statutory requirements
- No places are being held (blocked for another pupil) when there is a verified reason why the pending placement should be withdrawn.

To meet these requirements Grange meets these appropriate steps for each and every case

- New offer/allocation** – family/pupil has an agreed admission date (within the next 5 school days)
- New offer/allocation** – pupil has been referred for consideration at the next pupil placement panel

In all cases the child will remain the responsibility of Grange unless the PPP advise otherwise. Pupil services will take action based on the decision of the PPP

- Pupil on roll at another school, alternative provision or have formally advised you of their choice of Elective Home Education:** the school has written confirmation that the child is on roll at another school (state funded or independent), AP or a letter has been received from the family stating they do not want the place at your school as they are home educating.

*In these cases send the proof from their current school to Pupil services who will withdraw the offer/allocation of a place at your school. This means you will no longer have responsibility and you can end the pre admissions record.*

- Family is refusing admission and child is not in receipt of any other education:** School in contact with the family and are not aware of them being on roll at another school BUT they

are refusing to take up a place at Grange The school must initiate the appropriate attendance proceedings whilst holding the place open for this child.

In all cases the child will remain the responsibility of Grange unless the Attendance Service advises otherwise. Pupil services will take action based on the written advice of the Attendance Service.

- e. **Family cannot be contacted:** you cannot contact the family or determine the child's whereabouts using phone, email, via home visit or other means (as outlined by the DFE in the above guidance). For these cases you must initiate the statutory and local CME procedures whilst remaining responsible for the child and holding the place open. *In all cases the place pupil services will only withdraw and advise you can remove the child from pre admission when the LA's Attendance service has confirmed this is a definite CME and they are taking over responsibility for the child*
- f. **Child is deceased**
- g. **School is refusing to admit:** this is not an expected or acceptable outcome for the child but in all such cases detailed written reasons must be submitted to Pupil Services and the appropriate LA officers

If you have question about options e) and f) please contact [Attendance.management@newham.gov.uk](mailto:Attendance.management@newham.gov.uk) OR [ChildrenMissingEducation@newham.gov.uk](mailto:ChildrenMissingEducation@newham.gov.uk) as appropriate.

### **Admission to Nursery**

Unlike admissions to main school, nursery admissions are handled directly by the school. All parents are welcome to fill in an application form for a nursery place as soon as their child is 2½ years old. It is important to note that a nursery place does not guarantee a place in any particular primary school. Equally, parents keep the same right to a primary school place even if they do not take up a nursery place.

Grange Primary School admits children into the Nursery the term after they turn 3 years old. We cannot accept nursery pupils who are not potty trained, as this would affect our capacity to deliver quality Early Years Provision.

There is flexibility within the system to accommodate children and families in exceptional circumstances and with additional needs.

The school reserves the right not to admit a child within our early years setting. However, the school will endeavour to work in partnership with parents/carers to support the families.

The school keeps a waiting list of pupils who have registered to join the Nursery and contact them in the months prior to the term they are due to start.

Parents are not able to appeal for a nursery place but can try a different nursery.

Our nursery classes are currently able to take a maximum of 30 morning pupils.

## **2-Year old provision**

Certain families who are eligible for 15 hours provision for 2 year olds are welcome to apply for a place in our nursery. Proof of eligibility will be sought before admission. The admission process is the same as Nursery admission, but the number of 2 year old pupil spaces is limited due to the high adult-to-child ratio required and therefore staffing requirements.

## **Admission to Reception**

If your child is entering Reception in September, you have to apply online.

You can apply for a reception class place through the Newham Council's eAdmissions website. The deadline for on-time applications is in January before the September that your child is due to start.

You will need to register and create a password before you start your application.

Email confirmation

After you send your application you will receive a reference number, which will look something like this: 316-2012-09-E001234. If you do not get a reference number, it means you have not sent the form. You can easily log in to the website, check your application and send it again.

## **Late applications**

If Newham Council Pupil Services receive your application after the closing date (January) they will not consider it until all the families who applied on time have been given their places.

So, if you apply late your chances of getting a place at the school you want are much less than they are if you apply on time.

## **Summer-born children**

Please see the link below for guidance regarding your options for admission into Reception if your child is summer-born (The term 'summer born' is used to refer to children born from 1 April to 31 August)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

## **Procedure for mid-phase admissions**

### **Definition**

Mid-phase admissions are pupils who join the school outside normal admission dates.

### **Rationale**

At Grange Primary School we recognise that:

- All children are entitled to education and access to the whole school curriculum.

- Children may join the school for a variety of reasons.
- Some pupils who arrive during the school term may have experienced difficulties. This may include being homeless and in temporary accommodation, having attended several schools already and having a disrupted education, recently arriving from another country or being a refugee or asylum seeker who has fled from armed conflict and persecution.
- Parents and carers need to be welcomed, supported and involved so we can teach their children effectively.

## **Aims**

- To provide a warm welcome for children and their parents/carers who arrive mid-phase; this will reassure them that our school is a safe and caring environment.
- To provide children and families with effective information about our school, the curriculum and the local area.
- To ensure that children with medical needs are properly assessed on entry to the school.
- To record relevant information about a child's background and previous educational experiences.
- To acknowledge and celebrate the skills and knowledge that new children bring to the school.
- To ensure that the wider needs of the children and their families are addressed through co-ordination with other agencies and services.
- To develop strategies to encourage new pupils to make friends and have positive peer support. To enable each child to participate in the curriculum at an appropriate level.

## **Roles and Responsibilities**

Below are outlined the key roles for different members of the school staff. However, we recognise that all staff and children in the school have a role in welcoming new pupils.

### **School Office staff will:**

- Welcome families who visit the school to enquire about school places
- Provide families with information about the school.
- Contact families to arrange a date and time for the admission interview.
- Ensure that completed copies of the *Pupil Admission Form* are disseminated to class teachers and other staff, as appropriate.
- Welcome children and families on the admission day.
- Input the information on the admission form into SIMs.

### **Designated members of staff (Office Manager, Learning Mentors, admissions co-ordinator) will:**

- Welcome and interview new families and children.
  - Check and photocopy required admission documentation.
  - Assist parents and carers to complete the following forms:
    - New Pupil Admission Form
    - School Consent form
    - Home school Partnership Agreement
    - Consent and consent withdrawal procedure form for pupils
    - Photography consent forms for parents
    - Admission process evaluation form
  - Provide the family with information about the school day
- In addition to the above for Nursery:

- Show the parents/carers and child around the school, introducing them to the class teacher and class.
- Show the parents/carers and child where the child should be brought to and collected from at the beginning and end of the school day.

**Class teachers will ensure that the child's learning and pastoral needs are met by:**

- Reading the Pupil Admission Form.
- Ensuring that the class is a safe and welcoming place for all newly-arriving children by preparing a coat hook, tray, books and equipment as appropriate.
- Acknowledging children's previous learning, achievements, experiences and cultural backgrounds.
- Building on and extending children's existing progress and achievement.
- Disseminating information to classroom assistants.
- Liaising with the Learning Mentor, SENco and EMA/EAL co-ordinator as appropriate.
- Helping children to learn class routines, rules and expectations.
- Preparing the other children in the class for new arrivals.
- Employing the skills of class peers to welcome children through buddying activities.

**The SENco will:**

- Liaise promptly with class teachers when a child arrives with identified Special Educational Needs.
- Act on concerns expressed by class teachers about new arrivals by observing the child and liaising with involved staff and parents.
- Make referrals to other agencies and services where necessary.
- Liaise with SENCO at previous school as and when appropriate.
- Liaise with the head teacher when a new arrival has identified educational or behavioural needs which have funding implications.
- Advise class teachers on strategies and resources for accessing the curriculum.
- Attend Parent Review meetings when required.

**The Learning mentor will:**

- Liaise with class teachers on the progress of new arrivals.
- Plan activities and interventions to support the pastoral needs of new arrivals, as directed.
- Attend Parent Review meetings when required.
- Provide support for new arrivals in the form of Friendship groups or first language groups when required.

**Admissions appeal**

If a parent/carer is offered a place in our school for their child, but did not request Grange as one of their choices of school, they have a right to refuse the place and appeal following the Newham Admissions Appeal procedures.

**Application Process for Secondary Admission**

The school's learning mentor will hold a meeting with all year 6 parents in September. This gives parents opportunity to ask questions and put their mind at ease on the transition process. Parents will be given a moving from primary to secondary booklet and support given to complete the application form online is also available.

After you send your application you will receive a reference number, which will look a bit like this: 316-2012-09-E001234. If you do not get a reference number, it means you have not sent the eform. You can easily log in to the website, check your application and send it again.

If Newham Council Pupil Services receive your application after the closing date they will not consider it until all the families who applied on time have been given their places.

So, if you apply late your chances of getting a place at the school you want are much less than they are if you apply on time.

March 1<sup>st</sup> is national offer day. On the evening of March 1<sup>st</sup> you will receive an email with the details of the Secondary school place offered.

If you are unhappy with the place offered you can appeal by visiting [www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals) or by calling 020 8430 2000 for details.

Links to all relevant London Borough of Newham school place application pages can be found on the school website 'Admissions' section.

<https://www.newham.gov.uk/Pages/Services/Admissions-primary-school.aspx>

### **Fair Access**

The law requires that each local authority must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that for In Year admissions unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.