



Admissions Policy

This policy links to 'Every Child Matters'
Be healthy
Stay safe
Enjoy & achieve
Make a positive contribution
Achieve economic well-being

Spring Meadow Infant and Nursery School follows the Cambridgeshire LA Community Schools criteria for admissions, found in the 'Admissions to Schools' document.

Making an application for a place

- Applications for admission must be made by the December prior to the child starting school in the following September. Applications for admission should be made on the County Council's Common Application Form
- Parents/carers will be informed by the County Council's Admissions Team (around Easter time) whether they have been allocated a place
- Information on admissions can be obtained from the Admissions Team at Castle Court, Castle Hill, Cambridge. The phone number is available in the school office
- Admissions forms are available from the school office

Further information, including details of the over-subscription criteria, can be found in the County Council's booklet 'Admissions to Primary Schools in Cambridgeshire: A Guide for Parents.

Where the number of applications for places from parents / carers within the catchment area is more than the Published Admissions Number (PAN), priority places will go first to children with a brother or sister in attendance at the school at the time of admission.

Priority for places for children living outside the school's catchment area will go first to:-

- Children who are unable to gain access to their catchment area school because of over subscription;

- Children with a brother or sister at the school at the time of admission;

Under each criterion in cases of equal merit, priority will be given to those children living closest to the school by the shortest available safe walking route

These criteria are published in the LEA's booklet 'Admissions to Primary Schools: A Guide for Parents'.

Aims

- We aim to ensure that children begin their time at Spring Meadow Infant and Nursery school in an enjoyable, stress free and positive way
- We aim at this time to lay the foundations of the continuing partnership between home and school which is central to the education of each child
- We aim to recognize and value the experiences which the child brings to school, using them as a starting point for their work
- We aim to share information about the school with families
- We aim to gain knowledge about the child which will inform planning for that child's continuing education

We intend to achieve these aims by

- Playing a full role in the life of the local community and being aware of changes and developments in the community
- Having a continuous and on-going relationship with all the pre-school settings in the area
- Holding regular consultations with pre-school staff and any other professionals who have knowledge of the child

Establishing contact with new families

- We will make contact with parents/carers prior to their child's entry into school and let them know about the admission programme.
- We will provide opportunities for children to make early visits to the school for school events
- We will provide information through the school prospectus which will be available on request
- We will hold meetings for parents / carers in school. These will explain school procedures and introduce parents/ carers to the school staff.

Obtaining information about a child before entry into school

- The school will offer to make home visits to each family prior to entry. This will enable the parent/carer and the school staff to exchange information and establish a close relationship between new parents / carers and staff.
- The school staff making these visits will take the opportunity to record any relevant information in the Early Years' Profile record, noting parents'/carers' comments as part of this process.

- The Early Years Profile record will be used to record subsequent progress throughout the child's first year in school and will be used as the basis of discussions with parents / carers about their child.

Visiting their new class

The children who are due to start school in September will take part in an induction programme, which will start in the Summer Term. This will give them the opportunity to familiarise themselves with their surroundings and get to know the other children who will be in their class. This induction programme will be communicated to parents/carers once places have been offered and accepted.

Starting School in September

- The children will gradually become full-time. Detailed information on this will be contained in the Induction Programme, which each parent/carer will have received.
- Prior to becoming full-time the children may stay for lunch so that they have experience of the lunch break and the routines involved.
- Some children may continue to be part-time if either the parents /carers or the school, in consultation with each other, feel this to be more appropriate.

Information on your child's progress

- Staff are always available at the beginning of the school day to deal with any important queries. Similarly at the end of the day, when staff hand over the children to their parents / carers, there will be the opportunity to raise any urgent matters.
- Staff will make themselves available to discuss any concerns with parents / carers outside school times as long as an appointment is made beforehand at a mutually convenient time.
- There will be a parents'/carers' evening each term, including one early in the Autumn term and this will give parents/carers the opportunity to discuss their child's progress and raise any matters of concern.

Monitoring and Evaluation

Each year the Headteacher and the Early Years staff will meet to discuss arrangements for admission. They will implement any changes or improvements and consult the Governors as appropriate.

Staff will consult with parents concerning admissions arrangements.

This policy will be monitored by a Governor.

Review date: Summer term 2014