

Keir Hardie Primary School



Admissions Policy

Reviewed:	Spring 2018
Date of Next Review:	Spring 2019

Admissions Policy

This policy was reviewed by the co-ordinator

Print Name

Signature

Date

This policy was reviewed by the Head Teacher

Print Name

Signature

Date

This policy was reviewed and agreed by the Chair of Governors

Print Name

Signature

Date

Keir Hardie Primary School Admissions Policy

Context

Keir Hardie Primary School serves a very diverse local community. This community is continuing to evolve and change. In recent years new communities have emerged speaking many different languages. As the school is situated in a re-generation area, there has been a lot of upheaval for local families, with many being relocated and a new community emerging.

A very high percentage of our mid-phase admissions are new to the country and many speak little or no English on admission.

The school runs an on-site Children's Centre offering various activities and support services for local families.

Keir Hardie is a fully inclusive school and all pupils may apply for a place in the Nursery or Primary School regardless of disability or needs.

The London Borough of Newham organises all admissions to our school centrally. Application forms are available from the Council at any local service centre.

All admissions to any Newham Primary School are dealt with by our Pupil Services Department, at Children and Young People's Services, at 3rd Floor Eastside, Newham Dockside, 1000 Dockside, London E16 2QU or through 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 in 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.

Children attending a Newham infant school will be given priority, right of admission from the Year 2 to 3 class in the linked junior school before other applicants are considered.

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 1st 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 a place at Keir Hardie Primary School has been offered:

We will make contact with parents/carers by telephone or in writing to arrange an admissions interview. If we cannot make contact, we will arrange a home visit and contact the Early Intervention Service, which may result in the place being lost.

At the admission interview, families fill in an admission form, and we give families a start date and all the information they need about the running of the school and our expectations. We require the child's birth certificate, council tax bill/tenancy agreement and utility bill and if the child is new to the country, a valid passport and a translated to English birth certificate. Without these documents the child will not be given a start date, and will not be able to start school.

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.

Children are eligible to start Nursery as soon as they turn three years old.

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 and 30 afternoon part time children. Morning nursery runs from 8:45 – 11:45 a.m. Afternoon nursery runs from 12:15 – 3:15 p.m. If there are more children than the number of places available, places are offered first to children who have only one term left in nursery before starting primary school, then to children who have two terms left in nursery, and so on.

Parents are encouraged to stay with their child in nursery until the child is settled and feels secure enough to be left. This settling in period varies according to each child.

Admission to Reception

Application Process (Primary) If your child is entering Reception in September, you have to apply online.

You can apply for a reception class place for September 2017 through the Newham Council's eAdmissions website.

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

The national closing date for applications is 15 January 2017. If Pupil services receive the application after the closing date it will be treated as late.

You can send documents to support your application. But do not send supplementary information forms (SIFs) with your application. You must send SIFs directly to the schools you choose.

If you need a paper application form, email pupil.services@newham.gov.uk.

Email confirmation

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 you change your mind

You can change your school choices at any time right up until one minute to midnight on 15 January. Simply log into the eAdmissions website.

Late applications

If Newham Council Pupil Services receive your application after the closing date (15 January 2017) 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.

Supplementary information form (SIF)

Some schools ask for a SIF to go with an application. You can get these forms directly from the school, this is mainly for faith schools.

Procedure for mid-phase admissions

Definition

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

Rationale

At Keir Hardie 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 and direct them to local Service Centres for school admissions.
- 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.
- Completed application inputted onto SIMS

Designated members of staff (currently the SENco, Senior Learning Mentor, Learning mentor, EYFS 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
 - ❖ First Language Collection Form
 - ❖ Consent form for taking and using photographs of pupils
 - ❖ Foundation Stage profile checklist (Nursery and Reception)
- Provide the family with a 'welcome' pack which includes:
 - ❖ Information for Parents booklet
 - ❖ Uniform price list
 - ❖ Taking and using photographs of pupils information sheet
 - ❖ Privacy Notice - Data Protection Act 1998
 - ❖ Breakfast Club information
- 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 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 EMA/EAL co-ordinator will:

- Enter the child's details on to the database of mid-phase admission pupils.
- Carry out a baseline assessment of the child in Speaking, Listening, Reading, Writing and Maths and communicate the outcome to the child's class teacher.
- Assess EAL pupils at the early stages of English, completing the Step1 – Level 1 Secure forms as appropriate and passing them on to the class teacher.
- Advise class teachers on strategies and resources for accessing the curriculum.
- Liaise with class teachers on the progress of new arrivals.
- Address wider needs of new arrivals and their families by making referrals to other agencies and services as appropriate.
- Organise and attend the Parent Review meeting
- Liaise with EAL department at previous school as and when appropriate.
- Develop effective on going communication with children and families.
- Administer the school buddy system.

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 Keir Hardie 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. The booklet can be collected from any Newham school from September or by calling the Newham Contact Centre on 020 8430 2000.

Hard copies of application forms are no longer being handed out but can be made available upon request. Completed forms must be either handed into the school, completed online or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU no later than on the 31st October.

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 1st is national offer day. On the evening of March 1st 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 visting www.newham.go.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.