

# Admissions Policy 2017



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## **ADMISSIONS POLICY**

At Langley Park Primary School we aim to provide a happy caring atmosphere where the children feel secure and valued members of the community. An atmosphere where they are able to develop good, well balanced relationships with all those they come into contact with in the school community.

### **RATIONALE**

If we are to achieve this aim then it is important that the introduction to the school for both new children and their parents is as pleasant and informative as it can be. In this way we will be able to create a firm foundation for both parents and children on which good home/school relationships can develop, in a positive and harmonious way, with the needs of each individual child being of the utmost importance. A positive introduction to the school is important for all the new children whether they start as Reception children or are transferred to this school from another Infant, Junior or Primary School.

### **Application for a School Place**

All parents who wish to consider placing their child at Langley Park Primary School will be given the opportunity to look around the whole school at the time of their approach. Further information on applying for a place at a school in County Durham can be found at <http://www.durham.gov.uk/article/2191/Primary-school-places>

### **Admission of Children to Reception Class**

During the half term prior to entry all children who are to begin their Reception year together are invited to come to school with their parent(s) in order to learn something about the school and the different kinds of things we do. This may also give some parents and children the opportunity to meet each other for the first time. Parents are expected to stay with their children throughout this first visit.

The visit begins with a short talk for the parents which will outline the work of the school, its aims and expectations – and also the importance of the home/school partnership. Parents will be given copies of the EYFS brochure, a free meals form (if appropriate) and other information. The class teacher will then take this opportunity of talking to the parents about the work of the Reception Class and some of the experiences the children will have as their learning develops. Following this the parents and children are introduced to the Reception Classroom and are invited to remain taking part in a range of activities alongside the other Reception children.

Reception staff and the school's PSA will also visit children and their parents at home on a 1:1 basis so they can get to know children and discuss transition for individual children with parents in detail. Staff will also complete an All About Me form to discuss children's likes and dislikes and current achievements with parents. This allows staff to begin to plan around children's interests and needs.

### **Pre-School Visits – Experience and Activities**

The experience and activities planned for these visits will ensure a similar programme for all the children and may include the following:-

Sand and Water Play

Role Play and Life Corner  
Building  
Book Sharing P.E. Lesson  
Painting Cutting Activity  
Singing Games or Rhymes  
Story Time  
Using the Computer

Obviously, during these visits the children will also 'discover' the cloakroom, toilets etc., and be encouraged to care for themselves in an acceptable way e.g. washing hands after going to the toilet etc.

The parents are given a programme of the children's visits at the first meeting and are encouraged to ensure that their children take part in all the planned visits.

After the first visit parents are encouraged to leave their children as soon as they are settled, in order to help the 'settling in' process. However, it is important that neither parent or child is too distressed about parting and where there is a problem, care, concern, help, support and guidance should be given to both parents and child. This will include the opportunity to remain with the child, to delay the visit – or make the visit another time for a shorter time when there are no children visiting.

### **Pre-School Visits – Other Children in School**

It is important that all the children in school are aware of the fact that the Pre-School visits are taking place. All children will be encouraged to act responsibly and kindly towards the new children, ensuring that each one does his or her own best to welcome the children to the school. It is the responsibility of each class teacher to ensure that their class knows that everyone has a part to play in making these visits pleasant and enjoyable for all our young visitors.

### **On Admission in September**

Reception class will start and finish at normal time from their first day. Most children have already attended Langley Park Nursery and therefore are familiar with staff and routines in the Foundation Stage unit. Children will enter through the main door along with everyone else and be met by a member of the Reception class team.

### **Admission of Children at Other Times**

Children are often admitted to the school at different times during their school life. This usually follows a house move or perhaps a marriage breakdown. It is important that these children and parents are made to feel welcome and part of the school in the same way as the children and parents just beginning their school life. These children and parents will have developed attitudes towards and relationships with another school and there may already exist a firm foundation on which we can develop our relationship. Alternatively, a firm base may not already exist so we must do our best to create positive, friendly and supportive relationships.

Parents are usually shown around the whole school when an approach is made to have their child admitted. Class teachers should ensure that a new child to the school is

shown around the school and is introduced to the adults in school that the child will come in contact with. This may be done with the help of a child.

Whenever possible the Head Teacher will discuss our Homework and Reading Programme with the parent but this should be followed up at an appropriate point by the class teacher.

**BY FOLLOWING THESE GUIDELIENS WE HOPE THAT ALL NEW CHILDREN WILL BE ABLE TO SETTLE QUICKLY AND HAPPILY IN OUR SCHOOL.**

### **2 Year Old and Nursery Admissions**

All parents wishing to place their child in the Nursery are given the opportunity to look around the unit at the time of applying.

Once the child is allocated a place they are invited with their parents for a visit. Parents are expected to stay with their child on this first day.

On this visit parents and child are shown around the Nursery, introduced to staff and invited to participate in the activities taking place.

Parents are given a form to complete detailing their child's information. They are given a copy of the EYFS Brochure which gives an outline of the running and organisation of the unit.

This visit is seen as an opportunity for sharing information. Sharing information about the child and sharing information about the school. Dialogue is encouraged by the staff to aid understanding of the child's home background and pre-nursery experiences. Parent's knowledge about their child is greatly valued.

The educational aims of the Nursery are explained so as to encourage the parents to take an active part in and extend their children's learning.

### **First Days**

In order to give extra attention to the child and to ease the transition from home to school, we aim to be as compassionate as possible in order to ensure that every child is out first.

The length of the session maybe shorter for the first few days to help ease the child into the Nursery day. We make as much allowance as possible for the needs of the children and work a flexible system for new starters. Each child's needs are taken into account with staff and parents working closely together.

### **Transition from Nursery to Reception Class**

Reception Class is located within and integral to our EYFS unit. This enables seamless and continuous transition into Full Time Education. To continue to support EYFS children and Reception Class on their transition we encouraging the following:-

- EYFS children moving around the school with a member of Unit staff.
- Welcoming school staff into EYFS

Reception children visit Y1 Class regularly and are given opportunities to mix with their older peers.

- Reception class children have lunch with older children
- Reception class children attend assemblies

This policy to be read in conjunction with Local Authority's Primary School Admissions Brochure available at <http://www.durham.gov.uk/article/2191/Primary-school-places>