

Lainesmead Primary School



Policy on Admissions (including transition to secondary school)

Approved: October 2017

Next review: October 2018

Signatures: Mrs A Chapman

Head teacher: Mrs E Painter

Chair of Governors: Mrs L Timbrell

Lainesmead Primary School Admissions Policy

The schools standard year group intake is 60 pupils split in to two classes of 30.

We admit children into Early Years at the beginning of September in accordance with the LA admissions policy.

Out of district applications are referred to the Local Authority who decides whether or not a place can be offered.

Induction Arrangements

The induction of children into the reception year is coordinated with the class teachers and their parents. We invite parents to a meeting during the summer term prior to admission in September.

We arrange pre-entry visits over the summer term so that children have the opportunity to become familiar with the staff, other children and their classroom.

A private "home" appointment is made with each parent prior to admission so that confidential information can be exchanged and records started. In order for the children's start to be the most positive we arrange for a staggered start over the first few weeks.

Children who move area or where their parents request transfer in subsequent years will be admitted as soon as is practical. Lainesmead adhere to the Swindon Borough Council In-year admissions co-ordinated scheme; school is notified of pupils who have been offered a place at the school, the school contacts the parent/carer to arrange an induction meeting and a start date is agreed between the school and the parent/carer which allows teachers time to prepare for the new arrival. Parent/carers must take up offer of a place within 28 school days or the place is withdrawn. The school inform the Local Authority whenever a child starts at the school or if a child moves out of the Swindon area. The previous school will be contacted so that confirmation of the transfer request can be made, records and relevant information forwarded /received.

Equal opportunities

Our aim is to admit children with disabilities who can be educated within mainstream schooling with outside agencies providing specialist help. We aim to ensure that all members of the school community receive equal treatment and opportunities.

Admission of pupils that hold a Statement or Education Healthcare plan are not administered by the Swindon admission team but by the Special Educational Needs Assessment Team (SENAT). If parents wish their child to start or change schools they should contact the SENAT team in the first instance.

Primary/Secondary Liaison

Good liaison with secondary schools is crucial in ensuring that a pupil's admission to their next school is a smooth transition. This is achieved through a variety of ways:

- Year 6 teachers are responsible for liaising with the year 7 Heads.
- We undertake Literacy and Numeracy transition projects with pupils in year 6.
- There is close liaison between Lainesmead SENCO and SENCO staff at secondary schools for all pupils at transition times.
- All relevant information is shared between schools to ensure the best possible start for pupils. In addition to the usual induction programme, additional visits for SEN children may be arranged, if appropriate.