

# Lainesmead Primary School and Nursery



## Policy on Admissions (including transition to secondary school)

Approved: January 2021

Next review: January 2023

Signatures: Mrs A Chapman

Head teacher: Mrs E Painter

Chair of Governors: Mr A Mulrooney

## **Lainesmead Primary School and Nursery Admissions Policy**

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

We admit children into Early Years Foundation Stage 2 (commonly referred to as Reception) at the beginning of September, and throughout the year where places are available, in accordance with the Local Authority Admissions Policy: Please view at the following address (click to follow link):

[https://www.swindon.gov.uk/info/20071/swindon\\_places\\_and\\_admissions](https://www.swindon.gov.uk/info/20071/swindon_places_and_admissions)

The School admissions, for children entering Lainesmead Nursery (3+) are carried out by Lainesmead Primary School and Nursery staff. A separate policy is in place for this.

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 EYFS2 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.

The Assistant Head Teacher (AHT) for EYFS will visit all of the pre-schools or nurseries of those children being admitted in September. This enables the pre-school/nurseries to share vital information with the school, the AHT to get to know the children and for the planning of the allocation of children to each class. When needed, the Assistant Head Teacher for Inclusion will also complete pre-school or nursery visits or attend transition meetings with the pre-school/nurseries as necessary.

We arrange pre-entry visits during the last week of the summer term so that children have the opportunity to become familiar with the staff, other children and their classroom. These are known as Story Time sessions.

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 two 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 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 informs 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 an Education Healthcare Plan (EHCP) are not administered by the Swindon admission team but by the Swindon Borough's Special Educational Needs and 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 and as such the school works closely with all secondary schools that the children move to. This is predominantly Lawn Manor, St Joseph's, Commonweal and The Ridgeway. A number of children do move outside the borough to local Grammar schools such as Pate's. The school is part of a cluster of schools with our closest secondary, Lawn Manor. The children visit Lawn Manor for a number of curricula areas from Year 4 through to Year 6. This supports the smooth transition. Transition work with other schools is achieved through a variety of ways:

- Year 6 teachers are responsible for liaising with the year 7 Heads.
- Undertaking English and Maths transition projects with pupils in year 6.
- Close liaison between Lainesmead SENCO and SENCO staff at Primary and 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.