



Firle CE
Primary
School

Admissions Policy November 2017

Admissions Policy

Introduction

The school adheres to East Sussex County Council (ESCC) admissions procedures, available each year in the admissions handbook and on the ESCC website. For all admissions, ESCC are the admitting authority. The handbook makes clear the method for applying to schools and criteria by which decisions about admissions are made.

Aims

- To ensure children in school are healthy and safe at all times.
- To welcome new children into school and secure a smooth transition for them and their families.

Admissions into Reception

The Local Authority manages admissions at the start of a child's schooling and parents are usually contacted in the January before the child starts.

For admission to the 2017-18 school year, and subsequent years, admission authorities for primary schools must provide for the admission of all children fulltime in the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.

Parents can request that their child attends part-time until the child reaches compulsory school age.

As a school we adhere to these principles but our preferred outcome is that all children begin full-time from September in order to ensure consistency and cohesion within the class group.

We will discuss this with parents during the admissions process outlined below. In advance of children starting at school:

- Our Reception teacher visits new children in both their pre-school setting and their own homes.
- New children are invited into school during the summer term.
- Parents are invited to a meeting in school to learn about the routine for starting school.
- During the start of the year parents are regularly invited into school and encouraged to become part of the school community.

In-year admissions

For admissions other than at the start of a child's schooling, the Local Authority remain in charge of admissions. Parents are welcome to contact the school and come to look around but the ultimate decision rests with the Local Authority.

When children start school other than at the start of the Reception year we have a process for supporting their integration managed by our SEN TA and explained in the Pastoral Care policy.

There are four classes within school and we treat movement from class-to-class as a mini-transition. This process is dealt with in our transition policy. If children leave the school, the school will liaise with the receiving school to ensure records are passed on and that the child does indeed move. In the case of a child who is removed from school with no clear explanation or destination, the Education Welfare Team will be alerted.

Monitoring

The Headteacher is the appointed person to represent the school's interests on the Admissions Forum.

The school's admissions number is 15.

This policy will be reviewed in line with the school improvement process.

Date adopted by governors: February 2008

Updated in line with Child Protection policy 2009.

Updated to reflect new admission processes in 2010

Separated from Attendance policy January 2011 and updated for 2018-19 admission in September 2017.