

Locking Primary School

Admission and Transfer Policy 2016

Rationale

When children first enter school, and as they progress through their school life they will meet adults, children and a variety of situations with which they are unfamiliar.

At Locking School we hope to make these transitions as smooth and calm as possible so that our children will feel secure, happy and ready to continue with their learning.

Aims and Objectives

- To ensure that every child's introduction to Locking School is welcoming and successful.
- To give parents and children as much information as possible about Locking School and the education we provide.
- To lay the foundation for a sound partnership between home and school.
- To provide continuity for each child's education.

Guidelines and Procedures

- Children are admitted in each year group up to a maximum of 45. From September '12 PAL will increase to 60 from FS2.
- Parents are encouraged to visit the school and to look around (with or without their child) prior to the child being admitted.
- Parents are provided with a copy of the school prospectus via the school website.
- Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that the induction is a smooth one.
- As soon as the child starts school the administrator will request records from any previous school and assessments will be made in order to determine the new pupil's current level of achievement/stage of development.
- Parents are welcomed into the school and are encouraged to share concerns and successes with staff throughout their child's time with us.
- Afternoon and evening parent / teacher consultation sessions are held during Autumn and Spring terms. A formal report is given in the summer term.
- Parents of children already in schools in the area are asked to discuss a possible move with the Head Teacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without a good reason.
- When children leave the school all records and current assessments are sent electronically to the new school on request. Parents are asked to inform the class teacher as soon as they know that a move is imminent, in order that a transfer report can be written, and to provide us with the address of the next school.

Programme of Induction through the School

Foundation: At Locking School, in accordance with the North Somerset Policy, children are able to join us in the September before their fifth birthday. Children who are to be received into the Foundation Unit follow a programme of visits.

Summer FS2 visit Locking Preschool and other settings with large groups of children.

The school hosts an evening for the parents of new pupils. (The organisation, philosophy and aims of the school are explained together with helpful information for starting school).

Locking Preschool visit the school. The children look around the FS unit.

New Pupils visit the school with a parent / carer. At a later date they attend school for a session on their own.

The children are given a booklet to look at during the holiday in which there is a page for them to draw their own picture. Parents are invited to attend school events.

September: During the first few weeks of the school children have a staggered entry into the Foundation Stage, building from one session up to a whole day at a speed appropriate to the cohort and individual children.

Year group transfer:

Generally, because of the ethos created in the school, most children attending the school are already familiar with members of staff, other than their own teacher, and other children. However during the summer term pupils are prepared for their impending progression into the next year group in a number of ways:

June: The introduction of a weekly transferred reading activity means that most children move into their next classes on a regular basis throughout the last part of term 6. This provides the opportunity to become familiar with other adults, or children or different parts of the school.

New class lists are formulated taking into account the number of children on role in different year groups, teacher recommendations, friendship groups and parental requests, as far as is possible whilst ensuring that each class is well balanced.

July: The children visit their new class for a short session.

Before the end of the school year liaison between year group class teachers takes place and details of individual pupils' progress and needs is passed on in the form of verbal comments and written information.

Cross-phase transfer

This takes place when a child moves to the next year group, from Key Stage One to Key Stage Two, and then on to secondary school in Key Stage 3. All of the procedures described as occurring at Year Group transfer also apply at Cross-phase transfer with certain additions:

Y2 to Y3: During June and July Y2 staff are careful to boost the confidence and self esteem of prospective KS2 pupils. Y2 children also have the opportunity to use the KS2 playground at lunchtimes.

Y6 to Y7: During September of the previous year local Secondary Schools have open evenings and encourage parents and children to visit them in order to make an informed decision about the next stage of the education process. The staff from the Secondary Schools usually visit our school during May and talk to the children individually or in a large group. They will answer any questions that the children have. In July Y6 children spend 1 day at their choice of school, where they are told about the school routines and participate in sample lessons. The schools also encourage prospective new pupils' parents to attend an information sharing evening. As with all previous transfers appropriate assessments are passed on to the new teachers/schools and discussion takes place between staff, especially if there are any particular problems anticipated for the child.

Conclusion

This policy should be read in conjunction with the Equal Opportunities Policy, the SEN Policy and other relevant policies.

To be reviewed September June 2017

Signed
Jo Jones