

Admissions into Guilden Morden Church of England (VC) Primary School

Our school's catchment area consists of the villages of Steeple Morden, Guilden Morden and surrounding villages. We welcome visits by prospective parents and are happy to show them around.

'Reception-aged' children are admitted to school in the September of the school year in which they become five years old. The school year runs from September 1st to August 31st of the following year. Parents of children in other year groups can apply at any time. If the year group is full the parents will be offered the right to appeal.

The Local Authority (LA) take responsibility for all admissions of Reception-aged children. In early October the LA Primary Admissions Booklets, which includes the common application form, is sent to all pre-schools settings and libraries. Parents requesting a place for September 2017 must obtain a booklet and submit their preference forms or apply online to the LA during autumn 2016

Schools are notified of their allocation lists in April 2017 when the LA sends letters of offer to parents. It would help us to start to plan ahead if parents choosing Guilden Morden Church of England (VC) Primary School also complete our own admission enquiry form.

Places are allocated according to our Published Admission Number (PAN) and the LA's admissions criteria. Since September 2009, our PAN has been 10. If our school is over-subscribed, criteria for selection will follow the LA admission priority:

- verified medical need
- residence in the catchment area of this school (Guilden Morden or Steeple Morden)
- sibling registered at this school on the date of admission
- applications from out of catchment area according to proximity

Reception children about to enter our school are given the opportunity to spend time in school before admission. Parents are also invited to meet their child's teacher and other staff at a 'meet our school' afternoon.

Before your child starts school, we ask you to fill in a medical form. Please keep us updated of any changes. We also need to see your child's 'long' birth certificate to verify legal details as well as confirm Parental Responsibility.

Our new Reception children have a phased start during September. This phased organisation gives us valuable time to spend with parents to help settle the children quickly and effectively into school.

At the start of September, we plan home visits to support the transition process.

During the first full week we invite each child and his/her parents or carers to attend a 'taster' morning. This allows a small group of children (about 5) to spend the morning with the teaching assistants and the small group of parents to join the Reception teacher and Headteacher for a 'workshop'. At the workshop, parents are introduced to various activities and systems used in class. The small groups give quality time for discussion and practical guidance. Children and parents also meet their Year 6 Befriender during the morning. Parents and children are asked to stay for a school meal before going home.

During the second and third weeks, we have a part-time schooling; phasing in the staying for lunch. At the beginning of the fourth week all children attend full time. We will negotiate with parents if their child may benefit more by staying part-time for longer.

Please note that future arrangements may change.