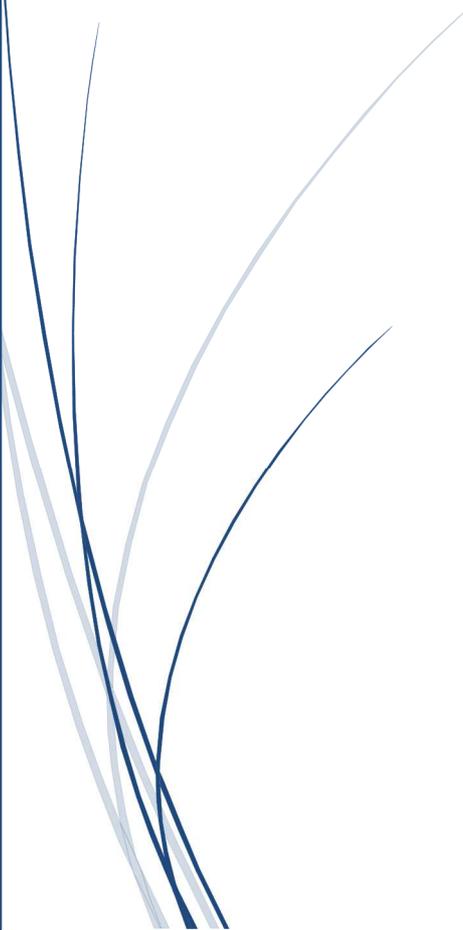


7/1/2017

# Hudson Primary & Children's Centre Policy Documentation

Admissions



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HUDSON PRIMARY

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## **1.0 Introduction**

The purpose of this document is to act as an aid to staff to ensure that they are aware of the correct procedures and processes when dealing with an application for a child's in-year admission to school. Following these procedures will ensure we adopt the correct admission's process as detailed in Sefton MBC's proposed co-ordinated admission scheme for in-year admissions.

## **2.0 Aims**

Staff will be confident to deal with enquiries from parents regarding in-year admissions.

Parents will feel fully informed about the process of applying for a place for their child at a new school, and the Local Authority will be able to keep an account of children's movements between schools to ensure that they are attending. Parents will be given all documentation relevant to their child starting at Hudson Primary School.

Parents are aware of the correct processes for making an in-year application and have the relevant contact names and telephone numbers (Appendix 5) for the Sefton In-Year Admission Team.

Parents will feel that they have received a warm welcome when making enquiries regarding their child's future schooling at Hudson Primary. They will feel that they have been treated in a professional manner and have been given all the correct information to assist them getting their child placed in a suitable school.

## **3.0 Objectives**

All office staff will be fully aware of the procedures to be followed, the contacts within Sefton In-Year Admission Team and any documentation to be given to new starters.

## **4.0 Procedures for dealing with an enquiry regarding an in-year admission to school**

### Stage 1 - initial enquiry

When a parent / carer approaches the office requesting information about their child starting Hudson Primary School all members of the office staff should be able to help with their enquiry. The person's name / details and child's details should be taken and entered on to in-year admission checklist (*appendix 1*), and stored within the in-year application file

The staff member who is assisting the parents with their enquiry should discuss the potential application with the headteacher and the appropriate class teacher and get information from them regarding class size so the parent / carer has all the correct information when making the decision whether to name Hudson Primary as a preference school on their in-year admission application.

The parent / carer should be given the opportunity to have a look around the school and the appropriate classroom for their child. The staff member that dealt with the enquiry should inform the class teacher.

The applicant **MUST** be advised that the school cannot process applications themselves and all applications **MUST** be referred to the in-year admissions team. Schools **MUST** ask parents to apply using the application process agreed within the scheme (appendix 2) **NB PARENTS / CARERS MUST APPLY TO THEIR OWN LOCAL AUTHORITY REGARDLESS OF THE SCHOOL THEY ARE APPLYING FOR**

### Stage 2 - applying to Sefton In-Year Admissions Team

In- Year applications can only be distributed to parents / carers via the in-year admissions team of their local authority. The parents / carers should be given the contact details of the in-year admission team and asked to approach them for an application pack.

New legislation requires that in-year admission to school applications should be done on a common application form and that only one offer is to be made to parents seeking school places within the local authority'. Details of any in-year applications are to be shared with other local authorities to ensure that if a child moves from one area to another that this move does not go unnoticed.

When the parents / carers contact the local authorities in-year admission team to request a place in one of its schools, they will arrange for an application form to be sent out to them. The parents / carers must allow at least 3 preferences when requesting a place for their child at a new school.

Each application received by the in-year admission team is date stamped and recorded on to its system in strict date received order. The in-year admission team confirm and input all application details on to the Admissions database within 3 school days of receipt. The in-year admission team will when appropriate pass application details to other local authorities.

### Stage 3 - allocation of a school place

Each school in Sefton has a published admission number for initial admission to school. E.g. 30 for primary intake at reception age. This number applies throughout the school at each age group, and schools should not admit over this number.

For in-year applications a pupil cannot be refused admission to a school unless the admission number for that year group has been reached.

The in-year admissions team aim to process all applications within 10 school days of being logged onto their admission database. For children who are without a school place applications should be processed as soon as possible and should be complete within 10 school days.

The local authority will co-ordinate with all schools listed as a preference and offer applicants their highest preferred school, or inform them of their rights of appeal. If no preference can be offered the applicant will be offered the nearest alternative school to the applicant's home address with places available.

### Stage 4 - welcoming an in-year admission to Hudson Primary School

On being notified that a new child is to start school at Hudson Primary the office manager should firstly advise the headteacher and the appropriate classteacher and provide them with the details given on the in-year admission application.

A copy of the in-year admission application will be sent through from the in-year admission team containing the following information

- Details of the child ( address, date of birth etc)
- Details of the person completing the application (name, address, relationship to the child, contact details)
- Name of the child's current school
- Any special educational needs the child may have

The local authority will contact the parent and advise them that they have a place at their preferred school. The office manager should contact the parents / carers and arrange for them to visit the school to complete any forms contained in the Welcome to Hudson Primary Pack (appendix 3) and provide the child's birth certificate or passport. The pack will also contain information that they will find useful in their child's transition into a new school and throughout their primary school life. Parents / carers should be offered the opportunity for their child to come into school for a taster afternoon to be spent with their new class and this should be arranged beforehand with the classteacher.

A blue file is to be set up for any new child once confirmation of their place has been received and all completed forms to be inserted in the blue file along with the child's birth certificate, the in-year admission checklist should be attached to the front of the file.

The office administrator should request that the child's previous school send over any appropriate information about the child and their common transfer file. When all these details have been received the office administrator will enter the child's details onto the SIMS system ready for the child to go on roll from their start date.

## **5.0 Procedures for admission into Reception**

Admission into reception is treated differently to an in-year admission. The local authority will send out packs to the parents / carers of children who are due to start school in September, at the beginning of the preceding Autumn Term. If the child is on roll at a school nursery then the pack will be sent to the school, if the child isn't on roll at a school nursery then the pack will be sent to the family's home address.

Again all applications must be made through the local authority and not through the school. The information pack that is given to parents / carers will specify a closing date, for applications and will again request applicants to list 3 preferences and the reasons for their preference.

Applications can either be returned directly to the local authority or to the first preference school where a receipt will be given to the parent / carer and the applications forwarded on. Alternatively parents / carers can complete their application online at their local authority's webpage. NB - AGAIN THE PARENT CARER MUST APPLY TO THE LOCAL AUTHORITY THAT THEY RESIDE IN. REGARDLESS OF WHAT PREFERENCE SCHOOLS THEY HAVE LISTED.

For primary reception classes a maximum of 30 children can be admitted. The local authority will compile the applicants and using the application process criteria, allocate children to one of their preferred schools or the closest school to their home with spaces if they do not get placed at one of their preferred schools.

The local authority's admission process should be complete by the end of April preceding the children starting school in September. A list of applicants will be sent to the school confirming the children's details and a letter will be sent to each of the families advising them of which school their child has been placed at. The parents/ carers will be advised on the confirmation letter to return the attached acceptance slip to their allocated school. This will confirm to

the school the number of children that they are going to have in their reception class the following September. It will also advise if there will be any children due to start in reception that have not come through the nursery and therefore are completely new to the school

Although a transition meeting for new reception children is not required as most of the children come up through the school nursery, new parents will be given the option of coming in and meeting with the teacher if they feel that they require more information.

During the summer term, a Welcome to Hudson Primary's Reception pack will be sent home to parents / carers (appendix 4). This pack will be similar to the Welcome to Hudson Primary pack given out to in-year admissions, however will not contain as many forms to be completed by parents as this information will already have been collected when the child started in the school's nursery. An information letter will also be sent out by the class teacher towards the end of term.

Families who have applied for their child to start in Hudson Primary School's reception class and have been successful but have for whatever reason not put their child into the school nursery should in effect be treated as an in-year admission. Again parents / carers should be given the opportunity to come into school and be given a tour of the school site. Also parents / carer's should be given the opportunity for their child to come in for a taster session and for them to meet with the teacher. In this case the information contained in the welcome pack will be more similar to the Welcome to Hudson Primary pack as all forms will need completing by the parents / carers as the child is completely new to the school.

Again all forms will be collected in from parents and where applicable the children's details will be entered onto the SIMS system.

## **6.0 Procedures for transition into secondary school**

Early September prior to the child starting secondary school they will receive, through their primary school a booklet from the local authority's admission team. Within the booklet there will be an application for admission into secondary school. NB: AGAIN THE APPLICATION MUST BE MADE TO THE LOCAL AUTHORITY THEY RESIDE IN REGARDLESS OF THE SCHOOL THEY WISH TO APPLY FOR.

Applications for secondary school must be received by the local authority much earlier than those for primary school; the closing date for applications is 31<sup>st</sup> October prior to the child starting secondary school. Parents / carers will be advised which school their child has been placed at in March prior to them starting secondary school.

## **7.0 - Equal Opportunities**

In all the procedures all parties must take into account the school's equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, or age.

## **8.0 - Monitoring and Review**

The Policy Review Committee of the Governing Body will review the policy every three years or before if any immediate changes are required.

*It is important to bear in the mind the requirements of the Disability Discrimination Act when implementing this policy. Special consideration must be given to the special needs of individuals.*

**Appendix 1 - In-year admission checklist**

**In-year admission checklist- Office Guidelines & Checklist**

		Please Tick	Date
1.(all office)	When a parent / carer approaches the school office enquiring about an in-year application for their child the person dealing with the enquiry should place the child's details on this form and enter their contact details in the in-year admission folder		
2.(all office)	The staff member who is dealing with the enquiry should advise the headteacher / classteacher about the potential application.		
3.(all office)	The parent / carer should be offered a tour of the school & the appropriate classroom for their child. The classteacher should be advised beforehand.		
4. (all office)	The parent / carer should be advised that all in-year applications must be done through the local authority in which they live. Contact details for Sefton In-Year Admission Team should be passed on to parents.		
5.(GF)	On receiving confirmation that an in-year admission has been placed at Hudson Primary School the office manager should advise the headteacher & appropriate classteacher and provide them with the child's details taken from the in-year application form. The parents / carers should be asked to come into school to complete the forms included in the Welcome to Hudson Primary pack and provide the child's birth certificate.		
6.(GF)	The office manager should offer the parents / carers the opportunity for their child to come into school for a taster afternoon and liaise with the classteacher about when is the best time to do this, and arrange a start date for the child.		
7.(GF)	The office manager should set up a blue file for the child and attach this form to it; the blue file should contain all the relevant forms from the Welcome to Hudson Primary pack.		
8.(VF)	The school administrator should contact the child's previous school and request them to send through any appropriate information regarding the child and their common transfer file.		

9.(VF)	The school administrator will enter the child's details onto SIMS ready for them to go on roll from their start date		
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**Appendix 2 - Co-ordinated admission scheme for in-year admissions**

Applying for a school place

Sefton Council (The Local Authority) coordinates all applicable school places for all schools for children resident in Sefton (except for Special Schools & Independent Schools)

Parents with children of statutory school age who move into or within Sefton and require a school place outside of the normal transfer times should apply for a school place using the official application form. The IN-Year application form will only be available via the Sefton Schools In-Year Admissions Section. (It will be possible to apply online at a future date to be confirmed)

Parents / Carers will need to complete the In-Year application form and any additional information, which may be required, before their application can be considered.

In some identifiable cases where specific information has been highlighted on the In-Year application relating to (e.g. school history, non-attendance or school to school transfer without a house move) additional information may be required from a previous school in order for the application to be considered fully.

School place cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown / UK Service personnel are exempt)

The local authority will not consider applications for schools whereby the dates that the place is required from, is more than 1 month from the date of application. (E.g. applying in January but not moving or requiring a place until March; we will only consider an application from February)

Children must be resident within Sefton before an admissions application can be considered. This means that permanent residency in Sefton must be established. (Crown / UK Service personnel are exempt). An

appeal for a place where a school is full can still be submitted to the Authority as long as a permanent residency in Sefton has been established.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement may be required. The LAS reserves the right to seek further documentary evidence to support a claim to residence.

Parents are required to return the completed application form, with any appropriate supplementary information / evidence to -

The In-Year Admission Team, Town Hall, Oriel Road, Bootle, Liverpool, L20 7AE

### ***In-Years Admission Application Forms***

Parents must apply to their own local authority regardless of the school they are applying for. The application form allows parents to apply for any school (excluding independent schools and special schools), and to give reasons for their preferences.

If parents that do not reside in Sefton apply directly to a school for admission, the school / governing body should inform the applicant to apply via their home local authority who will then coordinate across borders with Sefton.

The application form will ask the parents for the following information:

- Details of the child for whom the application is being made (address, date of birth etc)
- Details about the person completing the application (name, address, relationship to the child, contact details)
- Name the child's current school
- To express up to three preferences for schools to be admitted
- List their preferences in order
- Indicate if the child has a statement of special educational needs
- Give details of siblings who currently attend the preferred school (s)
- Identify if they are Crown Services Personnel.

The local authority will aim to issue an offer of a school place within 10 school days of the receipt of the application if the child is without a school place. (Subject in some cases to the relevant background / additional information being available)

All preferences listed on the In-Year application form will be considered equally.

#### *Application for a community / voluntary controlled school*

The schools admission team will ensure that all parents' preferences are logged within the admission database within 3 school days of receipt of application.

The LA will aim to process all applications for a community or voluntary controlled school within a further 10 school days. Applications for a child without a school place (requiring school place immediately e.g. child is not on roll of any school) will be processed as soon as possible and should be completed within 10 school days.

If there are more applications than places available, the In-Year Admissions Team will apply the oversubscribed criteria for community and voluntary controlled schools

If the LA is unable to meet any of the preferences requested by the parent, a place will be offered at the school nearest the child's home address that has a place available, In this case no alternative offer will be made unless requested by the parent.

**The Local Authority will inform parents in writing of the outcome of their application (check guidance)**

#### *Applications for schools in other authorities*

Parents resident in Sefton who wish to apply for a place at a school maintained by another local authority should apply to the local authority in which they live. The applicant's home local authority will then coordinate the application and contact the authority which maintains the school to advise them of the

application. Timescales in this situation may be extended from those above however the home local authority will endeavour to keep in contact with the family to communicate progress.

The offer of a school place will be made by the home authority following confirmation from the maintaining local authority that a place is available for the child.

A maintaining local authority should exchange information on application made directly to them for children resident in Sefton and must inform the home local authority if a place is available at one of its schools for the pupil. The home authority will issue an offer of a school place letter.

Children moving house into a different local authority to which they currently live, should consider the local authority that they are moving into as their home authority for the purpose of their application for a school place.

### *Children with statement of special needs*

Children with a current statement of special needs will be referred to their local Special Educational Needs (SEN) Team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

**Appendix 3 - 'Welcome to Hudson Primary' pack**

- 3.1 Welcome letter From Headteacher
- 3.2 School Expression of Interest Form
- 3.3 Positive Behaviour Leadership Policy (short version)
- 3.4 Home School Agreement
- 3.5 Policy on Internet Access by Pupils
- 3.6 Photo Consent Form
- 3.7 Medical Updates Form
- 3.8 Uniform order Form
- 3.10 Term Dates
- 3.11 Information regarding Wrap Around Care (Willow Den)
- 3.12 Anti-bullying policy
- 3.13 Homework parent leaflet
- 3.14 Handwriting parent leaflet
- 3.15 Current Key Dates planner and newsletter
- 3.16 Prospectus

#### Appendix 4 - 'Welcome to Hudson Primary's Reception' Pack

- 4.1 Welcome Letter From Headteacher
- 4.2 Positive Behaviour Leadership Policy (short version)
- 4.3 Home School Agreement
- 4.4 Policy on Internet Access by Pupils
- 4.5 Term Dates
- 4.6 Intimate care consent form
- 4.7 Anti-bullying policy
- 4.8 Homework parent leaflet
- 4.9 Handwriting parent leaflet

#### Appendix 5 - Contact List for Sefton Admission Section

##### In-Year Admission Team

<i>Principal Officer - Charlotte Royle</i>	<i>934 3257</i>
<i>Admissions Officer - Jon Horrocks</i>	<i>934 3131</i>
<i>Assistant Admissions Officer - Ann Larkey</i>	<i>934 3290</i>
<i>Primary Admissions Officer - Andy Pevie</i>	<i>934 3253</i>
<i>Secondary Admissions Officer - Collette Clare</i>	<i>934 3490</i>

**This policy was adopted by the Governors on: 13<sup>th</sup> July 2011**

**The last review of this policy was: January 2017**

**This policy is due for review on: January 2018**

**Signed Head teacher: N. Craddock**

**Signed Chair of Governing Body: D. Garside**