



## **Woodgrange Infant School Admissions Policy**

### **Mission Statement**

We aim to create a happy and secure atmosphere in which each child is respected as an individual beginning to take her or his place within the wider society. We are fortunate in having children of many cultures attending our school so that from a very early age they are learning to live together and are helping to create a more harmonious society.

In Newham pupils are allocated primary school places by the Local Authority. This document sets out the school's overall policy and supporting procedures which governors and staff believe will enable children to settle smoothly and easily into Woodgrange.

We welcome visits from prospective families and are happy to show parents and their children around school by appointment.

During this time families will be given information about the school and any questions about the school can be answered.

Information is available on our school website and in our prospectus- also available via the website, or on request from the school office.

### **Access to school places**

Our admission arrangements are transparent and offer fair access to all children.

Admissions to Nursery are made in date of birth order although we may offer early admission to some pupils in response to a referral from external agencies.

Admissions to full time school are made strictly in line with Newham arrangements.

Where a child has additional needs which mean specialist support or equipment is needed we will endeavour to keep any delays to admission to an absolute minimum.

We offer support to families to complete paperwork and strive to make our documentation as clear as possible.

### **Induction Arrangements**

Our arrangements for settling children in to full time school aim to support children through the transition. Children join us with varied pre-school experiences but most have attended part time Nursery places.

We have found lunchtimes to be the most challenging time of day for new children.

We therefore have a phased induction process that introduces children to the full school day over a 2-3 week period.

Our procedures are reviewed each year in response to feedback, whilst aiming to balance the needs of children and their families.

## **Admissions Procedures Admission/Induction Arrangements**

### **Starting in Nursery**

- We operate a registration system in school.
- Children can be registered at any time after their second birthday. Places are offered in date of birth order, not date of registration.

- Parents have a choice of morning or afternoon places and we usually manage to match this choice.
- Initial contact to offer a nursery place to parent/carer is made via phone with a follow up letter if phone contact is not made. If no contact has been made within two weeks the place will be offered to another child.
- Parents are asked to come in and complete the admission forms and acceptance letter.
- Once a place has been accepted two members of the Nursery team will make a visit to the family home to meet with the child and his or her family. At this visit parents are advised of the induction process and a date given to start nursery.
- Many children start Nursery during September and October but there are further admissions throughout the year as places become available.

Admissions are phased to allow children to settle in. The decision as to who starts when is made according to age, experience and family circumstance. Children are allocated a Key worker and she will settle the child in to Nursery in partnership with parents.

Some children take longer than others to separate from their parents and our procedures are flexible in response to each child. We do ask parents to be available to stay with their child for the first week, and longer if needed.

### **Starting in a Reception Class**

Children apply for full time school places through Newham Council. Pupil Services allocate children to school based on clear criteria- see [www.newham.gov.uk](http://www.newham.gov.uk).

Once we receive our list of children in May we contact families to begin our school admission procedures.

We aim to make home visits to children who have not attended our Nursery. The class teacher and the teaching assistant go on this visit, forms are checked and information given and gathered. Children are encouraged to draw a special picture that they will see displayed in their classroom when they come to school.

Children who attend local nurseries are invited to visit us with staff and parents.

Families are invited to attend Induction workshops. All parents and children are encouraged to attend this session. It is a special time for the children to meet their new friends and teachers, and spend time in their classrooms. For the parents it is a time to meet other parents, view the school and ask any further questions.

The PTA is also represented at the induction workshop.

### **Mid-Phase admission arrangements**

When children join us mid-way through the year we welcome them and their family to our school community. forms are completed in the school office and parents are shown around the school and introduced to the class and the teacher. Children normally start within 2 days and arrive before school starts to be escorted to their new room where the teacher shows them where coats, bags etc. are put before the other children arrive.

Parents are welcome to stay if they wish and a judgement will be made to reflect the child's wishes.

We contact the child's previous school or Nursery to request the transfer of information and records.