



Woodgrange Infant School Admissions Policy

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.

Access to school places

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

Nursery

Admissions to Nursery are made based on date of birth and distance to school from the family home.

We offer 15 hours per week spread evenly across the week: 9-12 or 12.30-3.30 daily.

Subject to availability we may be able to offer early admission to some pupils in response to a referral from external agencies.

Starting in Nursery

- We operate a registration system in school.
- Children can be registered at any time after their second birthday. date of registration has no bearing on admission date.
- Parents have a choice of morning or afternoon places and as far as possible we aim 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 but the place on the waiting list is retained.
- 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 named key worker who 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.

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.

Starting in a Reception Class

Children apply for full time school places through an online process managed by LB Newham. Pupil Services allocate children to school based on clear criteria- see www.newham.gov.uk. Once we receive our list of children in May we contact families- usually by email- to begin our school admission procedures.

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

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.

Familiarisation

In the summer term prior to admission children are invited to make several visits during the school day. Those who attend local nurseries are invited to visit us with staff and/ or parents. Children from other settings or who are at home will be invited to visit with a parent or carer. Families are invited to attend pre admission meetings to meet school staff, receive information and have questions answered.

Induction

We aim to make home visits only to children who have not attended our Nursery or those with additional needs. The class teacher and the teaching assistant go on this visit early in September.

Children are encouraged to draw a special picture that they will see displayed in their classroom when they come to school.

Children will all start school on the same day. For the first week they will attend 9-12, in week2 9-1.30- staying for school lunch and from week 3, if settled they will stay all day.

Staff support children at lunchtime until they are confident and happy in the main playground with the older children.

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. Parents are given an information pack.

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