



Sibertswold CE Primary School

**Admissions
Policy**

Date Agreed: FGB – 15th July 2020

SIBERTSWOLD CE PRIMARY SCHOOL

Admissions Policy

This policy was drawn up by Governors as a result of consultation with teaching staff and early year's coordinator.

Admission Number and Criteria for Admission

Currently our published admission number is 30 children each year into the Early Years Foundation Stage. We are unable to accommodate more pupils. Sibertswold School admission arrangements are coordinated by the Kent Primary Admissions Policy (Reception Common Application Form) and in the event of over subscription the following criteria is used to establish priority.

Priority is given to:

- Children in the care of Kent County Council
- Current family association
(A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted - or, if they have moved, live within 2 miles of the school - or have moved to a new property that is nearer to the school than the previous property.)
- Health and Special Access reasons
- Proximity of children's home to schools

Appeals Arrangements

In accordance with the requirements of the 1980 Education Act parents have the right to appeal if their application is not successful. Appeals should be made in writing to the Chair of Governors c/o the school.

Procedure for Annual Admissions of New Entrants and Induction Arrangements

Parents may contact the school at any time to request a visit to Sibertswold School. Names are recorded and all parents are sent a Reception Common Application Form (RCAF) in Term 2.

There is an annual recurring sequence of events, which should ensure adequate preparation for each year's group of children.

Term 2

Reception Common Application Forms are sent to parents.

Terms 5 and 6

The Headteacher and Early Years Foundations Stage Leader make contact and visit the local playgroup.

All application forms must be returned to the Local Authority.

Parents are informed by the LA if their child has a place at Sibertswold School.

Parents contact the school to accept or reject the place that has been offered to them

Term 5

Before half term the parents of the new intake of children are invited to an initial meeting. The issues raised are: pattern of entry, home visits, school visits, staffing and uniform. Children are invited to go into the Reception Class.

Term 6

New entrants are invited into school for 3 afternoon visits to sample some activities in the classroom and have a story time. Parents are encouraged to leave their children. A Teddy Bears Picnic takes place in July, hosted by older children, Playgroup Staff and the Headteacher.

A visit at home is offered to all parents at the end of Term 6. Both the Class Teacher and Teaching Assistant carry out the home visits. Each visit will last approximately 20 minutes.

Our Admissions Policy recognises that statutory regulations require all children to be in full-time schooling by the term after their fifth birthday.

We recognise that children need a planned integration into school and therefore, in line with Kent County Council Policy, we formally admit children to the school roll from September of the school year in which they become five.

The oldest half of the intake come into school from the start of Term 1 for five mornings from 9:00 – 1:15. After this time they will be offered full time. From the second week of Term 1 the youngest half of the intake come into school for mornings from 9:00 – 1:15; they will be offered full time from the third week of Term 1. Any parent who feels their child is not ready for full time will be offered a slower introduction into school.

Equality of Opportunities Statement

All policies are screened to ensure that Sibertswold Church of England Primary School at Shepherdswell gives 'due consideration' to equality of opportunity for all, irrespective of race, gender and disability.