

# Calverton Primary School



## Admissions Policy

Person responsible for the policy	Headteacher
Date reviewed and shared with staff	Autumn 2018
Date for next review with staff	Autumn 2020
Date ratified by the Governing Board	Autumn 2018
Date to be reviewed by the Governing Board	Autumn 2020

Signed by Chair of Governors :	Signed by Head Teacher:
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## **Calverton School Admissions**

### **Introduction**

Calverton Primary School serves a very diverse local community. This community is continuing to evolve and change. In recent years new languages and cultures have emerged. Although a large part of the school population is stable, many other pupils and their families are mobile.

### **Rationale**

At Calverton Primary School we recognise that:

- All pupils are entitled to education and access to the whole school curriculum.
- Pupils may join the school for a variety of reasons.
- Some pupils who arrive during the school term may have experienced difficulties such as homelessness, living in temporary accommodation, having attended several schools already resulting in a disrupted education, recently arriving from another country, being a refugee or asylum seeker who has fled from armed conflict and persecution.
- Parents and carers need to feel welcomed and involved so we can teach pupils effectively.

### **Aims**

- To support families with the admission process in a fair and consistent manner to ensure all children have the equal right to an educational place in school.
- To provide a warm welcome for pupils and their parents/carers who arrive, assuring them that our school is a safe and caring environment.
- To provide pupils and families with relevant information about our school, the curriculum and the local area.
- To ensure that pupils with medical needs are properly assessed on entry to the school.
- To record relevant information about a pupil's background and previous educational experiences.
- To acknowledge and celebrate the skills and knowledge new pupils bring to the school.
- To ensure pupils wider needs are addressed through co-ordination with other agencies and services.
- To develop strategies to encourage new pupils to make friends and have positive peer support.
- To enable each pupil to participate in the curriculum at an appropriate level.
- We aim to add something positive to the life of every pupil who attends Calverton whether this is for one day or for the whole of their Primary schooling.

The school operates within the set criteria of Newham schools. We DO NOT operate a waiting list for school places, except for Nursery places.

### **Normal Admissions (also known as planned admissions)**

The law requires that all families with a child must apply to their home authority irrespective of the location of their preferred school(s). This means families living in Newham must apply to London Borough of Newham, Pupil Services.

Newham Pupil Services will notify all Newham applicants of the outcome and the named school by letter and in an electronic communication where the family have applied using the Pan London eAdmissions portal.

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day).

The prescribed days are 31 December, 31 March and 31 August.

## **In Year Admissions (also known as late arrivals, mid term or mid phase admissions)**

For in year admissions – applications for internal school transfers within Newham are treated the same as new arrivals, those returning to Newham or those wanting to receive an education in Newham from outside of the borough. Parents must apply to Pupil Services requesting a school place. Pupil services will inform Calverton school and the parents of any mid-phase placements and the Calverton enrolment procedures will start.

## **Primary Special Educational Needs Resource Unit**

An Autistic Resource Provision Unit is located within Calverton school. This is designed for children with particular diagnosed special educational needs, specifically autistic needs. Placement in this unit is determined by the LB Newham 0-25 SEND integrated service using these arrangements and their associated oversubscription protocols.

Children with high levels of Special Educational Needs will be admitted to the school named in their EHC Plan (Education Health & Care Plan) before any other applicants are considered.

## **Fair Access Protocol**

Calverton school and Newham Council are legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary.

As specified in the Department of Education's School Admissions Code – December 2014 consideration is given to all vulnerable and hard to place pupils, which must include: Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;

- a) Children who have been out of education for two months or more;
- b) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- c) Children who are homeless;
- d) Children with unsupportive family backgrounds for whom a place has not been sought;
- e) Children who are carers;
- f) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers other vulnerable groups under this protocol and may add new vulnerable and hard to place groups as agreed by the council's Admissions Forum and the CYPS Pupil Placement Panels.

A copy of Newham's latest Fair Access protocol is available on the Newham website or by calling 020 8430 2000.

The Headteacher has the right to refuse a child a place only if there is no place available or the school cannot adequately support a child's specific needs (ie. in the case of a SEND child)

## Admission Protocols

Admission places are decided on a strict criteria of priority. Children in a lower priority group will not be offered a place unless all the children in the group or groups higher have been offered.

**Priority 1:** Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

And then

**Priority 2:** Children who are on the 'school action plus' stage of special educational needs code of practice, and who are also in receipt of 'exceptional resources funding', or those whose access difficulties, as assessed by borough officers, require a particular school placement.

And then

**Priority 3:** Children who live in the school's 'catchment area' and at the time of admission will have a sibling in the school.

And then

**Priority 4:** Children who do not live in the school's 'catchment area' but will have a sibling in the school at the time of admission.

And then

**Priority 5:** Other children who live in the school's 'catchment area'.

And then

**Priority 6:** Other children, whether or not they live in Newham.

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social reasons for wanting a school place at the time of application.

## Children from overseas

Parents who have moved from overseas to reside in England with their children may express a preference for their children to attend a maintained school or academy under the normal admission arrangements described in this Code *regardless of their immigration status*. This includes the children of asylum seekers; parents who have limited leave to enter or remain in the UK; and teachers coming to the UK with their children on a teacher exchange scheme.

### **Extract from UK Border Agency Public Funds Guidance - April 2013**

*The law requires all children of compulsory school age to have access to education. Because of this, compulsory school age education does not count as public funds for the purposes of the Immigration Rules.*

*If a person has been granted leave to study at an independent fee-paying school but studies at a local education authority (LEA) funded state school instead, they may have breached their conditions of stay in the UK. You must consider refusing on general grounds.*

**This means even if a Passport or Visa is stamped 'No Recourse to Public Funds' the child must still be admitted, if all other admission requirements are met.**

## **Application Process**

Newham Pupil Services send a weekly list of children who are allocated a mid phase place at Calverton or in the case of children starting school in Reception they send a block list of all children allocated places in July.

The school contact person for the Nursery and Reception class applications is the Office Manager and the EYFS leader.

School contact person for all other Primary applications is the Office Manager.

## **Reception admission for entry from September yearly**

Reception applications for admission must be conducted via the borough's online application, in the next academic year received by the published national closing date (usually 31<sup>st</sup> January), will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and Calverton school is not included on the new form.

See Newham website for further admission details. <https://www.eadmissions.org.uk>

## **Deferred entry and part time arrangements for Reception places**

Children due to start Reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age. Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher and has exceptional circumstances and the head teacher's agrees to their request.

## **Nursery Admissions**

We operate a waiting list at school for Nursery places, if parents wish to put their child on the waiting list they need to come into school and speak to one of our office staff. Children can be put on the nursery waiting list from the age of two and they usually start the term after their 3rd birthday depending on availability.

Please note that we have only 40 Nursery part-time places over a morning and an afternoon; if you register your child for our Nursery you are advised to register at least one other Nursery as we may not be able to give your child a place. We do have a number of 30hour places (full day placements) for Nursery and these are offered to families who complete the online Government registration and can produce a relevant code as proof of registration. If more requests are made than the number of 30hour places; these places will be allocated on a first come first served basis for eligible and code evidenced families.

Home visits will be carried out prior to a child starting school, to allow the child to meet their teacher and for the teacher to see the child in their most familiar environment. We will involve the Parent/Carer in their child's first day in Nursery to allow them to settle and to cope with separation from their parent.

**The allocation of a nursery place does not guarantee a school place and this has to be applied for separately through Pupils Services.**

## **Primary to secondary transition for entry September yearly**

Primary to secondary school transition applications for Year 7 admission must be conducted via the borough's online application in the next academic year received by the published national closing date (usually 31<sup>st</sup> October) will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

All school places in Newham are offered for a specific year group based on the child's date of birth not their stage of academic development. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group.

See Newham website for further admission details. <https://www.eadmissions.org.uk>

## Enrolment procedures

An agreed whole school procedure for any type admission is implemented which identifies key roles for different members of the school staff. However, we recognise that all staff and pupils in the school have a role in welcoming new arrivals. This procedure is carried out regardless of whether the child is entering as a Nursery, SEND or mid-phase placement.

### Initial Contact with School

1. Parents/Carers are contacted by the Office Manager when a name has been received by Pupil Services or in the case of a Nursery place they achieve their 3<sup>rd</sup> birthday and there is a place available within the class.
2. The Office Manager informs parent/carers of what documentation they are required to bring with them. **See Appendix 1**
3. If place(s) are available, an interview is arranged for the following week (where possible) or a home visit is arranged for Nursery or Reception places (where possible). *Where a home visit is not possible we will conduct an admission interview.*
4. The Admission Form and, Educational Visits and Media/Internet Consent Forms are posted to parent/carers for completion,
5. Interpreter/Supporter is arranged if needed.
6. Where necessary, the previous Nursery or school will be contacted for any relevant information.

### Admission Interview

1. Interviews are conducted by Pastoral Support Manager or a member of SLT. Nursery & Reception interviews are conducted by the EYFS Lead or Nursery/Reception Teacher.
2. The accuracy of the information recorded by the parent/carer on the Pupil Admission Form or school admission form is checked.
3. The family is provided with most recent details about the school; ie. school dates or school uniform and key information about the school is shared. In the case of Nursery/Reception places the family are informed of the settling procedures and parental expectations
4. A tour of the school is conducted when parent/carer and pupil are introduced to the class teacher. In the case of the Nursery/Reception places the child is invited to a taster session with the parent present on a different date.
5. The Parent/carer is informed where to drop off and collect their pupil.
6. It is confirmed the start date with parent/carer.

If documentation cannot be produced, a home visit is carried out to prove the child is living at the address and all endeavours are made to secure suitable evidence (see Appendix 1) if none is found Pupil Services are informed.

### Between Interview and Admission Day

1. Completed Pupil Admission Form given to office staff.
2. Front sheet of Pupil Admission Form, and details of adults who will be collecting pupil from school, copied and given to teacher for information.
3. Email details of new starter to RWI Co-ordinator and Learning Mentor
4. Office Staff update Integris with information from the Pupil Admission Form
5. Office Staff prepare book labels and gives these to the class teacher.
6. Office staff to contact previous school requesting UPN, CTF, Safeguarding and any paperwork that needs to be sent to the school
7. Class teacher to organise books, cloakroom peg and 'buddy' ready for when pupil starts.

### **Admission Day (Nursery & Reception)**

1. The parent brings the child at the agreed time (often staggered to limit stress on children)
2. The parent is allowed to play and interact with their child and other children under supervision by a member of the EYFS team within the classroom.
3. Depending upon how settled the child is within the Nursery or Reception environment the parent is allowed to stay for a longer or lesser period of time. Often a parent is asked to stay on the school site but out of sight of the child to see how the child copes emotionally with the separation. In some case where a child is very unsettled, a staggered plan is created to allow the child smooth transition away from the parent over a series of days.

### **Admission Day (Year 1 – 6)**

1. Parent/carer to take pupil directly to their class.
2. Class 'buddy' to welcome and support new arrival.
3. Pastoral Support Manager (or member of SLT who conducted the interview) to check that pupil has arrived at school.
4. RWI Co-ordinator to conduct phonics assessment (Reception and Years 1-2 only)

### **Post Admission Day**

1. Pupil's performance to be tracked by class teacher
2. Pastoral Support Manager and Learning Mentor to observe pupil in new class during their settling in period.

**In the case of a new Resource Provision place; Newham SEND team contact the Headteacher and Resource Provision Manager to discuss suitability of a placement, this will usually entail the RP Manager visiting the child in whatever placement they are currently in. The remainder of the enrolment procedures remain the same in terms of interview and administration.**

**The admission day may be adapted to suit the child, ie. a phased transition.**



**School Office staff will:**

- Welcome families who visit the school to enquire about school places
- Ensure Integris is updated with accurate information.
- Arrange a date and time for the welcome interview.
- Provide families with contact details of other schools in Newham if places are not available at Calverton

**Class teachers will:**

1. Ensure that the learning and pastoral needs are met by:
  - making sure that the Pupil Admission Form is read;
  - acknowledging pupils' previous learning, achievements, experiences and cultural backgrounds;
  - building on and extending pupils's existing progress and achievement.
  - disseminating information to classroom assistants;
  - liaising with the Learning Mentor and Pastoral Support Manager as appropriate.
2. Ensure that the class is a safe and welcoming place for all newly arriving pupils by:
  - preparing a coat hook, tray, books and equipment in advance of the pupil's arrival.
  - helping pupils to learn class routines, rules and expectations;
  - preparing the class for new arrivals;
  - employing the skills of class peers to welcome pupils through buddying activities;

**The Attendance Lead will:**

- Ensure documentation requirements are met and appropriate action taken for missing or unobtainable documentation.
- Arrange in class Learning Mentor support where needed to support pupils in settling in.
- Liaise with class teachers on the settling progress of new pupils.
- Develop and maintain effective ongoing communication with pupils and families.

**The SEND Co-ordinator will:**

- Advise class teachers on strategies and resources for accessing the curriculum;
- Liaise with the Pastoral Support Manager and Learning Mentor when appropriate;
- Liaise promptly with class teachers when a pupil arrives with identified Special Education Needs
- Liaise with the kitchen staff if there are any allergens disclosed by the family for the child that the cook should be aware of and cater for accordingly. (Juniper Catering have a separate allergen form that will be completed by the SENDCO)
- Liaise with SEND department at previous school as and when appropriate.
- Liaise with the Resource Provision Manager, Pastoral Support Manager and Office Staff to ensure smooth transition for pupils entering the Resource Provision.

## APPENDIX 1

**Specific documentation is required by Newham Pupil services to protect children who could be missing from education (CME) or held in unlawful private fostering agreements and to ensure Calverton school safeguards the needs of all children brought into their care.**

	Document(Circle document produced)
<p>A.</p> <p>Proof of Child's Address (one document from this sections must be produced)</p>	<ul style="list-style-type: none"> <li>• Current Year Council Tax Bill</li> <li>• Current Housing Benefit Letter</li> </ul> <p><u>Current Tenancy Agreement:</u></p> <ul style="list-style-type: none"> <li>• Council Housing or Housing Association Property</li> <li>• Private Accommodation from Newham Accredited Landlord (Pre Dec 2012) OR Newham Licensed Landlord )from Jan 2013)</li> <li>• Letter from National Asylum SS informing of address being provided</li> <li>• Letter from Adult/Children's Team informing the family of the address being provided</li> </ul>
<p>B. In addition to one item from A above (one document from this section must be produced)</p>	<ul style="list-style-type: none"> <li>• Current Year Gas Bill/payment Schedule/Reminder</li> <li>• Current Year Electricity Bill/ payment Schedule/Reminder</li> <li>• Current Year Water Rates Bill/ payment Schedule/Reminder</li> <li>• Telephone Bill/Reminder</li> <li>• Mobile Phone Bill/Reminder</li> </ul>
<p>C. Proof of Child's Legal Name and Date of Birth</p> <p>( One document from this section must be produced)</p>	<ul style="list-style-type: none"> <li>• Full UK Birth Certificate (non UK Birth Certificates are not accepted)</li> <li>• Valid Current Passport</li> <li>• (EEA)Identity Card</li> <li>• Official Documentation for the National Asylum Seeker Service (e.g. ARC</li> </ul>
<p>D. Proof of Parental Responsibility.</p> <p>(One document containing photographic evidence from each parent)</p>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driving Licence</li> <li>• Identity Card</li> </ul>

### **Home address**

A child's home address is where they reside for the majority of the school year, being September to July. Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for admissions will be the one from which the child goes to school in the morning most often on week days. For families who own more than one property, where any of these properties is occupied by a third party through a rental, family or friendship agreement, it cannot be considered as the child's home address. If the family have more than one property and full Council tax is paid for both properties the address that has been registered for the child for the preceding three months will be used for admissions purposes.

Any address supplied as the child's home address will not be considered if it is:

An address registered with the Council as commercial property,

OR

An address registered with the Council as empty or derelict

OR

A tenant's address, where the property owned by the parent/carer and rented to a third party,

OR

Another family member's/friend's address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,

OR

Their child-minder's address,

OR

A PO Box address

OR

Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.

OR

Future addresses even if contracts have been exchanged or the Council have offered the property in writing.

### **Verification of Home Address**

All offers and alternative allocations in Newham are conditional on the information being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered maybe withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.