

# **Netherthorpe Primary School**

## **ADMISSION POLICY**

**Reviewed** January 2019

**Next Review:** January 2020

**Distribution:** Staff and governors

### **Admission into Reception at Netherthorpe Primary School from September 2011 and Subsequent Years**

Netherthorpe Primary School follows the guidance and admission arrangements outlined by the Local Authority. These are outlined below and form the basis of our Admissions policy.

All 4 year old children can start Netherthorpe Primary School, full or part-time, in the September following their 4<sup>th</sup> birthday. Parents may defer entry to school until compulsory school age if they wish, i.e. the term after the child's 5<sup>th</sup> birthday, within the same academic year, at the point they judge their child to be ready to start school.

Parents are able to choose from the following options depending on when their child reaches compulsory school age i.e. the term after their 5<sup>th</sup> birthday:

#### **Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> December:**

- A full-time school place in the Reception class from September

**OR**

- A part-time school place in the Reception class from September

**OR**

- A part-time place in an early years setting (15 hours)

**These children must start school in January full-time as they have reached statutory school age.**

#### **Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> January and 31<sup>st</sup> March:**

- A full or part-time school place in the Reception class from September

**AND/OR**

- A full or part-time school place in the Reception class from January

**OR**

- A part-time place in an early years setting (15 hours)

**These children must start school in April full-time as they have reached statutory school age**

**Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> April and 31<sup>st</sup> August:**

- A full or part-time school place in the Reception class from September

**AND/OR**

- A full or part-time school place in the Reception class from January

**AND/OR**

- A full or part-time place in the Reception class from April

**OR**

- A part-time place in an early years setting (15 hours)

**Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.**

**Parents must note:**

- Attendance at the school's nursery does not guarantee admission to the school and a school place in Reception must be applied for – please see the 'Guide for Parents' page 31 available from Pupil Admissions or view guidance on-line at: <http://www.sheffield.gov.uk/education/information-for-parentscarers/admissions/guide-for-parents-primary-20112012>
- Parents can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.
- When your child has been allocated a place at Netherthorpe Primary School, transferring from an early years setting or home into Netherthorpe Primary School is guaranteed as the school place remains available throughout the whole academic year.
- A part-time place is a morning or afternoon session of up to a maximum of 15 hours per week. However we will listen to any exceptional circumstances that require greater flexibility.
- A full-time school place cannot be split between a school and an early years provider (in that only one of the settings is eligible for funding).
- A part-time school place cannot be split between two or more schools.
- Where a parent wishes to transfer from an early years place to a school it will normally take effect from the beginning of the term, e.g. January or April.
- Parents who do not wish to accept the offer of a full or part-time place until compulsory school age at (name) school may still access the 15 hours part-time free early learning place at an early years setting of their choice e.g.
  - ❖ In a nursery class at a primary school
  - ❖ In a nursery school
  - ❖ In an eligible early years setting in the private, voluntary and community sector.Parents should contact Sheffield Information Link on 0114 273 4855

Netherthorpe Primary School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

## **Admission Procedures**

1. Admission applications will only be considered with the correct documentation.

The date of birth for a child MUST be taken from official ORIGINAL documentation only, not photocopies. Such documents include either a UK birth certificate, UK entry visa or a full UK passport.

Using this information, check if places are available. If we are unable to admit, complete a yellow form and return it to Pupil Admission to help avoid any children going 'missing'. The Learning Mentor will keep a register of all children school has been unable to admit.

If the parent is in school at the time, photocopy all documentation.

The Home Office are the only agencies able to make any changes to official data.

2. If there are places available, contact the parent to arrange admission and a school visit. This is the opportunity for the school to gather family background and assess the child's needs and to confirm official status and details.
3. During a visit the family must be given a full tour of the school and an opportunity to meet their Headteacher, class teacher and peers.
4. Complete the admission form and all other relevant forms (medical, photo, milk, free school meals, contact details, safeguarding, pre-caf, new pupil form for teacher etc)
5. Check identification and take photocopies of all documentation (one copy per child).
6. If the child has previously been to school in the UK, contact his/her previous school and ask for his/her records to be sent. Ask the school if there is anything we need to know straight away i.e. child protection, SEN, attendance issues, medical etc. Pass on any information to relevant school staff.
7. Pass admission documentation, once completed with the parent/carer, to office staff to enter onto the computer system. The expiry date of current visa documentation etc must be entered onto SIMS. This is to ensure that we do not have children in school who do not have Home Office permission.

### **Vulnerable Children**

Moorfields & Cuthbert Bank Interim Accommodation Units

Families living here are classed as being 'temporarily accommodated'. They are here because of their social circumstances and are always vulnerable. Families in these circumstances always have a Key Worker allocated. Contact needs to be made with the key worker and school has to ascertain whether there are any CP issues we need to know about.

If so, this must be logged with the CPLO/DCPLO. In these cases, work should begin immediately on what support package school needs to put in place. (Learning Mentor, SENCO, School Nurse etc).

### **Asylum Seekers/Refugees**

Again these applicants are vulnerable. Home language should be ascertained as the services of an interpreter may be required and should be arranged via EMAS prior to the visit.

If translation is not available take as many details as possible and forward to the Children Missing from Education Team. Again, support needs to be put in place as soon as possible following admission. (EAL support, same language peer support etc).

### **Overseas Short Course Students/Holidaying in the UK families**

Admissions of this type have to be looked at individually. Often the stay is so short it is not practical to admit the child. School is not legally obliged to take children from these families.

DO NOT ADMIT WITHOUT PAPERS.

### **Visa documentation & home office status**

#### **Children born in the UK require**

- a full UK birth certificate
- Passport if available
- Request a check to be made on S2S for a CTF by data management team (273 5957) and if details incorrect, contact CMFE Team (273 6462).

#### **Children born outside the UK require**

- A passport & visa are required for both carer and child for safeguarding purposes
- A Passport with valid visa with minimum 6mths left to run
- Original Home Office documents and ID card if a Refugee
- Student families require a letter from the University in Sheffield confirming the length of the course and check the passport visa to confirm the dates coincide with the length of the course.

All Parent/Carers and their children on temporary visas should be informed during the Admission Meeting that we record the expiry date of all visas and they should renew their visas if necessary, before expiry. Copies of any renewed visas are required to be placed on the child's original admission file. If a family is unable to provide new visas, they should be informed that we have a duty to inform the Home Office. The Learning Mentor will inform the Home Office of any children in school without valid visa documentation.

If parent/carers says they have sent their papers to the Home Office as their status is being reviewed or renewed, request the name of the firm of solicitors dealing with their case and contact them to fax copies of all documents. All Home Office documentation is always only sent via a firm of solicitors.

### **Evidence needed of the child's primary carer**

The legal status and the relationship of the person accompanying the child has to be confirmed with evidence.

### **Birth parents**

They have to produce the child's birth certificate showing their names as the parent, plus one other official document such as a passport.

### **Looked after children (LAC)**

Carers have to produce a Placement Agreement Form plus any available Court Order. Obtain the name of the Social Worker involved and contact for further information. Find out what the arrangements are for picking up and dropping off ie which taxi firm and escort service is used and what the contact arrangements are for birth parent(s). If they have attended a school, a copy of the PEP should be requested.

### **Private Fostering Arrangements**

Any child being cared for by anyone other than the birth parent, authority and written agreement needs to be in place from the birth parent about the relationship between parents and relatives in relation to parental responsibility (PR). Any arrangements lasting longer than 28 consecutive days need to have Social Services agreement.

Schools have a statutory duty to notify Social Services of any children who are known to be or are going to be in the care of anyone other than their birth parents. A full assessment of the home situation needs to be completed by a Social Worker, so a CAF would need to be completed with the family and referred on. This would be completed by the Learning Mentor or CPLO/DCPLO.

### **Foster Carers**

Seek confirmation via Social Services.