



May Park Primary School

Admissions Procedure for Students Starting after the beginning of the school year (IN YEAR)

RATIONALE

1. Children entitled to a place at May Park Primary School are:
 - Of primary or nursery school age living in our catchment area (defined by the Trust).
 - Whose statement of Special Educational Needs names May Park Primary as the most appropriate school; or
 - Allocated by the Fair Access, (formerly Hard to Place) panel; or
 - On negotiated transfer/managed move from other schools, attempting a fresh start with us.

If children fulfil the above criteria, we are obliged by law to admit them to school provided there is space in the appropriate year group.

2. New children and their families approaching us for a place can be anxious about the situation. They may be facing major life changes and difficult personal circumstances as well as a change of school. We need to ensure that their admission to May Park is smooth and well organised.
3. From the school's point of view, we need to ensure that procedures are followed so that children are placed in the most appropriate school and year group, and that their needs are met. Their start date should be fixed so that they can join in immediately with suitable classes, all administrative tasks, (particularly fob, timetable, ICT access) having been done in advance.

PROCEDURE

Step 1 - Pre-admission stage

- When initial contact is made direct family to **Admission Officer (Polly Stokes)**, who will ask the parent to complete an Admission Form (available online, at Reception or via email or post) (**Form A**)

The completed form will be passed to the **Principal acting on behalf of Excalibur Education Trust Admissions Authority** by the Admissions Officer. **The Principal acting on behalf of Excalibur Education Trust Admissions Authority** will agree or decline a place offer.

The following will be considered:

1. Do we have space in the appropriate Year group?
2. Is the student in our catchment area (as defined by the Trust)?
3. Does the student have a statement of SEN or is he/she in Care?

If yes to all 3 questions, the family will be referred to SENCO or SLT member responsible for Children in Care.



- a) **SENCO or relevant Senior Leader member (SLT)** will arrange to meet the family to see whether May Park can meet the child's needs. He/she will make a recommendation and pass the information to the **Principal acting on behalf of Excalibur Education Trust Admissions Authority** and a decision will be made. (Complete Form B and C)

Or

If yes to 1 and 2, no to 3 and a provisional offer is made by the Principal acting on behalf of Excalibur Education Trust Admissions Authority:

- b) **Admissions Officer** will make an appointment for the family to come into school and complete Forms B and C.
- c) **Admissions Officer** will ask family to bring to the interview to help place the student appropriately:
- Birth certificate, passport or other official document to show child's name and date of birth.
 - Any documentation from previous school: reports, statement, CAT and SAT results, etc.
 - Ask them to complete the full Registration Form (Form B).
- d) Students on Negotiated Transfers/Managed Moves or from the Fair Access panel will start the admission process at Step 2.

If place offer is declined, Admissions Officer will write to parents and inform the local authority (LA).

Step 2 - Admission interview

- a) **The Admissions Officer or Senior Leader** will inspect the identity document(s) and complete the admission form with the family.
- b) The **Admissions Officer or Senior Leader** will then complete relevant admission interview form (Form C) and pass this along with all other documents on to the Administration Team. The **Principal acting on behalf of Excalibur Education Trust Admissions Authority** will agree the place offer (form C) and the Admissions Officer will inform the LA a place has been offered.
- c) The **Admissions Officer or Senior Leader** will give the family a welcome pack and agree a start date for the student. This should be at least two days after the interview to allow time for timetable, buddy, etc., to be organised.

Step 3 - Information Sharing



The **Admissions Officer or Senior Leader** will pass the relevant information to:

- a) **The appropriate member of SLT (if they did not conduct the interview)** who will:
 - Allocate class and arrange for class teacher to nominate a 'buddy' for the first weeks
 - Arrange any necessary tests with English, Maths and Learning Support.
 - Email relevant staff and Administration Team of the new child's start date.
- d) **The Administration Team** so the student can be added to May Park's databases. They also contact student's previous school to obtain CTF and any other relevant information.
- e) **SENCO, Other appropriate member of staff, SLT member** responsible for Children in Care if appropriate.

Step 4 - Pupil's First Day

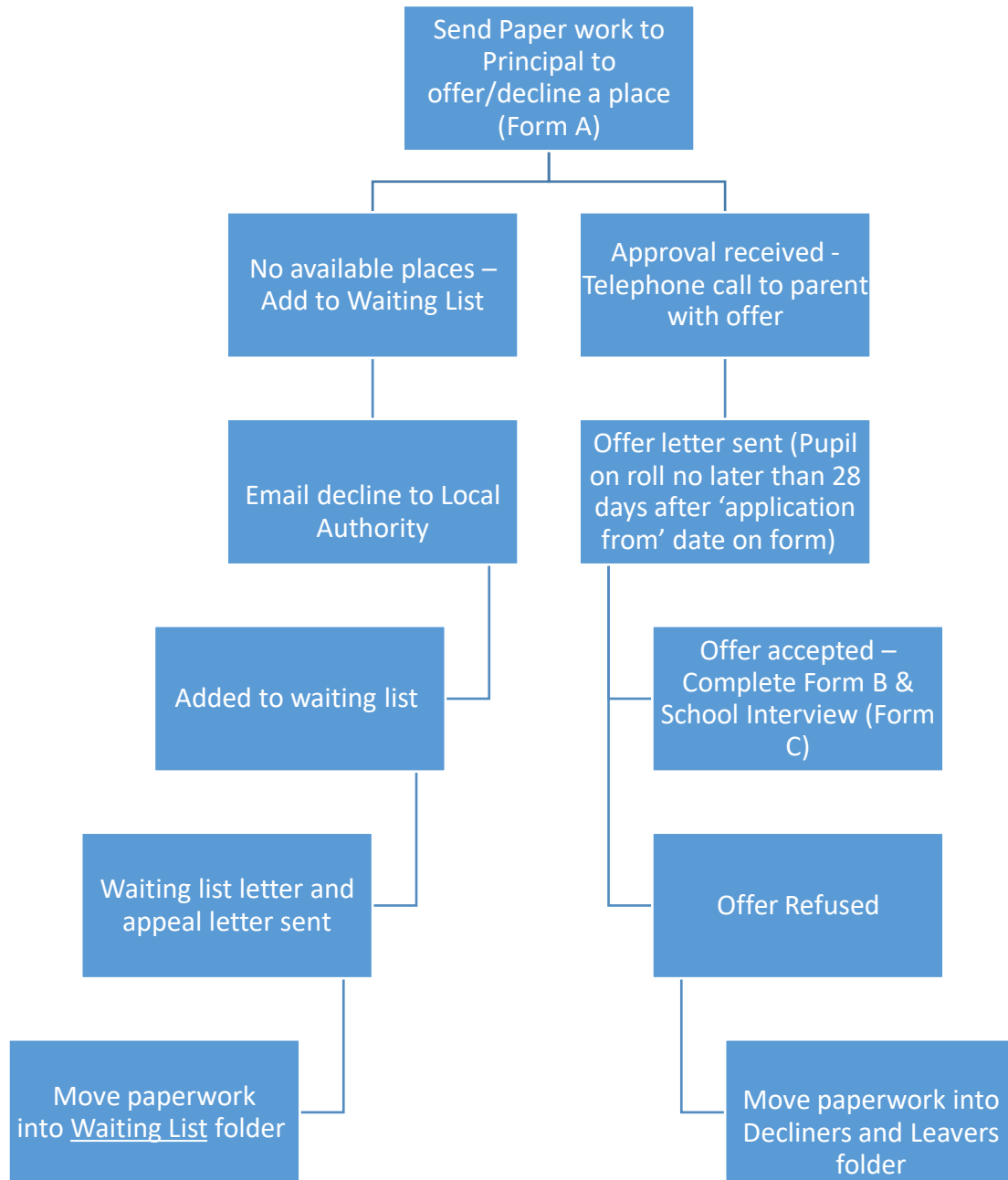
- a) The **appropriate member of SLT** meets the pupil with parent.
- b) Introduces him/her to their class teacher and buddy.

SETTLING IN

New Entrants will be monitored by teaching staff and appropriate member of SLT. Any issues will be picked up and action taken to inform parents and organise relevant interventions as needed. A 'round robin' to check on progress is recommended after the first four weeks.



Appendix 1 – MPP In Year Admissions Flowchart





Appendix 2 - May Park In Year Admissions Checklist



Please complete this form throughout admission process to ensure all documents are received by the school and staff members are informed about the new arrival.

Name of Child:..... **Date of Birth:**.....

On Approval from the Principal, the Attendance Officer will inform:

- Parent
- Local Authority advised of offer
- Administration Team
- Class Teacher
- SENDCO
- Pastoral Team
- Vice Principal for the Key Stage
- Other (specify): _____

Prior to the Admission Interview the Attendance Officer will:

- Request school reports, SEND reports etc. from parents
- Request Admissions Pack is sent by the Admin Team (including Form A, Parent Handbook, Home School Agreement, School Calendar, Parent Pay Consent)
- Email school for reports on academic reports, attendance and behavior
- Arrange School Tour with SLT responsible for the Key Stage
- Request File Transfer (CTF) by the Admin Team
- Request that the Safeguarding Lead contacts the prior school for CP/Safeguarding files (for CPOMS transfer will be request)
- Buddy requested: _____ (Name of child)
- Agree Start date with SLT responsible for the Key Stage and Class Teacher

On the Day of the Admission Interview the Attendance Offer will ensure that:

- Completed Admissions Form (Form B) is returned and reviewed with the interviewer.
- Identification Documents are seen and copies taken



- Pupil Interview is conducted with appropriated member of staff
- School tour with buddy
- Agreed start date is issued to parent
- Pupil Photo is taken for SIMS

Form completed by **Date:.....**

Copy to Pupil File