



POLICY FOR SCHOOL ADMISSIONS

ADMISSIONS

The Local Education Authority has responsibility for the admission to our school and nursery class. Children who reside in the civil parishes of Marshland St. James and Walsoken are historically automatically eligible for a place at this school. There are seventeen places available in each year group from Year R to Year 6. Children living in adjacent parishes are admitted if resources allow.

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

The school will admit Reception children on a full time basis from the first day of the Autumn Term, in the academic year in which they are 5 years old. All children admitted to the school are offered full-time education, but before compulsory school age parents may elect for part time education in consultation with the class teacher and headteacher.

Children will be admitted into our nursery class at the beginning of the academic year in which they reach 4 years old. Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, children may start mid-term.

Marshland St James Primary and Nursery School offers up to 15 funded nursery places each week throughout the school year.

Parents of children in the nursery may "top" up their hours by arrangement with the school office..

The Annual intake limit for Reception and KS1 year groups is currently 15 pupils, however this is reviewed annually by Governors dependent on the current nursery numbers and the number of applications received.

The criteria for admission is as follows:

1. Children who are Looked After by the Local Authority
2. Children with a statement of Special Educational Needs naming our school
3. Children who live within the geographical area of Marshland St James School and Nursery.
4. Children who have siblings at the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission
6. Children of regular worshipping members of the Church of England, as agreed in discussion with the Chair of Governors. ('Regular' will usually mean attendance at an appropriate church service at least once a month)
7. Children of regular worshipping members of a Non Anglican Christian Church.as agreed in discussion with the Chair of Governors. ('Regular' will usually mean attendance at an appropriate church service at least once a month)
8. Children living outside of the designated area and have no brother or sister attending the school at the time of their admission

If there are more applications for places than there are places available, the Local Education Authority will give preference to children living **nearest** the school.

The Education Act 2002 required the setting up of Admission Forums to reach consensus on how best to meet the needs of all those seeking a place in their area. The Admission Forum will ensure that all schools in their area have a balanced intake and that, where possible, all schools include vulnerable and challenging children. Admission authorities should have regard to their Admission Forum's advice.

The Governors are of the opinion that regular school attendance is a vital element in the achievement of individual pupil potential. To that end, they believe that attendance must be actively monitored, consistent and punctual attendance be recognised and promoted and early intervention be made in cases of irregular attendance and unexplained absence. Only the school, not parents, can authorise absences.

Admissions into Nursery

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

Early Education is offered within the national parameters –

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

The Admission Policy is issued to all families as part of the registration process. It is also available via the school website.

Early Education is offered to families 38 weeks of the year. The number of funded hours that can be claimed is up to 30 hours depending on parental eligibility.

The timings of the sessions are as follows:

	Morning Session	Afternoon Session
Monday	8.45 am to 11.45 am	12.05 pm to 3.05 pm
Tuesday	8.45 am to 11.45 am	12.05 pm to 3.05 pm
Wednesday	8.45 am to 11.45 am	12.05 pm to 3.05 pm
Thursday	8.45 am to 11.45 am	12.05 pm to 3.05 pm
Friday	8.45 am to 11.45 am	12.05 pm to 3.05 pm

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

ADMISSIONS RECORDS

Two registers are kept under the Education (Pupil Registration) Regulations 1995 - one for admissions and one for attendance. Records are kept electronically using the Pupil Asset management system.

The person responsible for making entries into the admissions register is the school secretary.

The admissions register is the school's roll and gives details of every pupil currently on roll, including their registration number and date of school entry, full name, date of birth, the name, address and telephone number where available of at least one parent or guardian in case of emergency and details of their previous school. This school has an inclusive policy for highly mobile children. If relevant, Traveller children

may be dually registered. This school will be considered the base school for those who normally attend this school when not travelling. When travelling, their place must be kept open for them and their absence recorded as authorised. Traveller children for whom this is not the base school may enrol at this school temporarily whilst living in Marshland St James or Walsoken.

When a pupil is taken off the admissions register because he/she is moving to another area or school, staff should first find out the name and address of the new school and when the pupil will start, confirming this information with the receiving school. The name of the receiving school is logged in the admissions register. A CME 1 will be completed and sent to the local authority as soon as a child has officially left the school.

The Headteacher must be informed immediately if:-

- parents do not identify the receiving school
- a pupil has 'disappeared' from the school without explanation
- a pupil has failed to return to school within ten days of the agreed return date after a family holiday in term time.

The Headteacher will liaise with the school's Education Welfare officer and/or Traveller Education Service as soon as practically possible in such circumstances in order to plan the way forward. Should the school decide to remove a pupil from the admission roll, then the LEA must be informed. The LEA should be informed if a pupil of compulsory school age has been taken off the roll in order to be taught at home by parents.

Reviewed Summer term 2018

To be reviewed Summer 2020