



Lea Valley Primary School

Admissions Policy 2016/17

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Mission Statement

Lea Valley Primary School recognises that all children are entitled to quality education. Pupils are entitled to access the whole school curriculum, and to become fully integrated learners within the school. We recognise that the welcome and involvement we offer parents can help us teach their children more effectively.

Aims

- To give children and parents information about Lea Valley Primary and the admission procedure.
- To make each child's start a happy and successful one.
- To establish a partnership with parents that will be lasting and productive, successful and positive.

Nursery Admissions

The Nursery is a part time unit able to accommodate 30 children per session for 15 hours per week, split into six 2½ hour sessions. These are either 5 morning sessions plus one afternoon session or one morning session and five afternoon sessions.

Parents register the children as early as they want and their children's names are entered into the Nursery Book. The places are allocated by looking through the Nursery Book, children must have turned 3 or will be turning 3 by 31st August – siblings are first on the list, followed by special needs. After these we then go by proximity to the school.

Initially, those children on our first run are notified by letter in June and have a set date by which to reply. If they do not get in touch we telephone them to ensure that the place is not required. Once we are aware that we have extra places that we can allocate we again use the closest proximity criteria from the Nursery Book. This time we telephone parents.

Parents are invited to bring their children to the Nursery Unit to meet with the teachers in June/July. At this meeting they are given information about how the Nursery operates including an introduction to the Nursery routines, how the children are settled in, how the parent/carers are expected to support their child initially in settling in, the importance of punctuality and attendance and the start and finishing times of the session.

They will be given a starting date for September. Children start on a staggered basis to give them and the staff the opportunity to work with smaller groups of new children. Parents are also informed that the child's place in Nursery does not guarantee them a place in school.

Reception Admissions

Pupils start Reception in the September after their 4th birthday. In the Autumn Term of each year Reception Application Packs are sent out to all children in the Nursery and the Nursery Applicants Book falling within the required date of birth range. The Form must be completed and returned by a given date either to the school, online or direct to the London Borough of Haringey, together with two proofs of residence i.e. utility bill/Council Tax Bill/rent book and child's birth certificate. It is parents' responsibility to ensure that forms are submitted on time

Completed forms, received at the school, together with the necessary documentation, will all be forwarded to the London Borough of Haringey Education Office who allocate places for Reception.

The school is able to accommodate 60 Reception aged children in two classes of 30 pupils. The Education Department allocate the places using set criteria:

- Children with special educational needs
- Children with brothers and sisters already attending the school
- Children living closest to the school
- Other requests

Parents allocated a Reception place for their child will be notified in writing by the Admissions Department at the Education Office. This offer must be officially accepted and returned to the Admissions Department by a given date.

When the school is advised by the Admissions Department of the final intake a letter is sent to the parents by the school. Children and parents are invited to the school to meet the Head Teacher. During this meeting the policies and philosophies of the school are discussed with parents while the children enjoy the company of the older reception children and the class teacher. The start date will also be given at this time. Pupils are not allowed to start school until they have had this meeting.

Reception children are admitted into school on a staggered basis, eldest first, initially attending mornings only until it is felt, at the teacher's discretion, that the child can cope with a whole day. This will be for a minimum of 2 weeks from the start date.

Mid-Phase Admissions

Admissions to other classes are dealt with by the London Borough of Haringey's Education Authority, who keep a waiting list and allocate places which become available according to Haringey's Admission Policy. Parents will be notified by letter from LBH that a place has become available for their child, the school will also be advised of the details at this time. The school Admissions Officer will subsequently contact the parents and invite them to the school for an interview with the Head Teacher, who will explain the policies and philosophies of the school and a start date given for their child.

The school acknowledges that pupils who arrive during the school term may have experienced difficulties. For example, significant numbers of pupils arriving mid-phase may be in temporary accommodation, may have been to several schools already, have arrived from another country, be unable to speak English or have fled war or persecution. We therefore strive to ensure good practice in the school, that supports the induction of all new pupils into school life, including those who arrive mid-phase, and forge good links with their parents.