

ROWAN GATE PRIMARY SCHOOL



ADMISSIONS POLICY

POLICY REVIEW

This policy has been reviewed in line with the following: (Reviewer please tick box)

a) Ensuring the policy is up to date and meets mandatory requirements

☒

b) Ensuring the policy is fit for purpose and that practice adheres to the policy.

☒

Reviewed and Updated in March 2021.....

Print Name

Julia Coles

Policy will be reviewed again in March 2022

ROWAN GATE PRIMARY SCHOOL



ADMISSIONS POLICY AND PROCEDURE

This school policy reflects the consensus of opinion of the whole teaching and support staff and has the full agreement of the governing body.

"This policy reflects the philosophy of the Equality Policy, the Mission Statement and the School Aims in relation to the whole curriculum".

1. Provision

Rowan Gate Primary School is a day school for pupils between 3 and 11 years who have additional needs, which is based over two sites (Finedon Road, Wellingborough and Hayway, Rushden) with an additional satellite class based at Tennyson Road Infant School, Rushden.

The school may, also consider other pupils who fall outside these criteria, but for whom its environment and curriculum model remain appropriate. Admission of such pupils must be exceptional and they must not take a disproportionate amount of the school's resources.

2. Rationale

We believe that the relationship between parents and their children is the key to effective and happy development. We believe that through the structured process of Admission at Rowan Gate Primary School we can lay the foundations for building a positive and open relationship with parents of our pupils and so form a partnership that will enable each individual child's needs to be met in the optimum way.

3. Aims

- The school will strive to make admission to Rowan Gate Primary School a positive experience for both family and child.
- We will offer new families the opportunity to share information about their child with us, for we feel they know their child best.
- We will offer new parents the opportunity to become well informed about what is on offer for their child – curriculum provision, care and emotional security and interdisciplinary services.
- We will strive to provide an appropriate placement for the child and his/her family, and provide sufficient time and input to lay the foundation for good

relationships, which have the opportunity to grow into partnership, at whatever level the family feel comfortable with.

- We believe that practical points, which would support these aims, include
 - Introduction to the school would be according to individual child's needs.
 - Home visits, prior to admission
- We will provide parents with an opportunity to give and obtain feedback after the child has been placed with us for a short time at the Termly Parental Consultation when an initial Individual Education Plan(IEP) will also be shared

In general, we offer Nursery Age Children (that is 3-4 yr. olds) a.m. places, Reception Age Children (that is 4-5 yr. olds) full time places. There are however occasions when these guidelines are inappropriate, and we would make decisions taking account of a number of factors concerning the child, family and school situation.

- Whenever possible admissions of new pupils should begin at the beginning of a term. When a group of pupils are due to be admitted their admission is staggered (as determined by the Deputy Head and Assistant Head with Responsibility for EYFS) to allow pupils time to get to know their Teacher and class team and settle into the school.

4. Procedure for pupils commencing school for the first time

1. Children are referred to the school by the EHCP Team who send a Placement Enquiry Consultation via email to the Deputy Head.
2. The school will usually receive a copy of the child's EHCP (Education, Health & Care Plan) from the EHC Team along with relevant advices.
3. For children who are not yet of school age, the Assistant Head with responsibility for EYFS will liaise with Rowan Gate Pre School and/or other setting before informing the Deputy Head of the suitability of placement.
4. At any stage in the Admissions Process Parents/guardians are welcome to contact the school to arrange an initial visit (with the Assistant Heads on either site)
5. After the visit joint discussion with the Senior Leadership Team should decide
 - Whether we are able to meet need and a placement can be offered?
 - Whether we are able to accommodate the prospective pupil within our class and staffing structure?
 - On which site?
 - Which class?
 - When the placement will commence

The EHC Team will contact the parents to inform them of this decision. There may be the opportunity for some flexibility in some cases.

5. If we feel we are able to meet the child's needs
 - The following information should be included when the Deputy Head responds to the EHC Team.

The following information should be included on the placement enquiry/admission form.

- a) If Rowan Gate Primary School can meet need and whether or not there is a place available
- b) The date on which the placement will commence.
- c) On which site the child will commence their placement.

5. Procedure for pupils transferring from mainstream school

1. Children are referred to the school by the EHCP Team who send a Placement Enquiry via email to the Deputy Head
2. The school will usually receive a copy of the child's EHCP (Education, Health & Care Plan) from the EHC Team along with relevant advices.
3. For children who are already in schools the Deputy Head will contact their current school and arrange to observe the child before responding to the EHC team to confirm whether or not Rowan Gate Primary School can meet need and whether or not there is a place available.
4. At any stage in the Admissions Process Parents/guardians are welcome to contact the school to arrange an initial visit (with the Assistant Heads on either site)
5. After the visit joint discussion with the Senior Leadership Team should decide
 - Whether we are able to meet need and a placement can be offered?
 - Whether a placement can be offered?
 - On which site?
 - Which class?

The EHC Team will contact the parents to inform them of this decision. There may be the opportunity for some flexibility in some cases.

5. If we feel we are able to meet the child's needs the Deputy Head will respond to the EHC Team.

The following information should be included on the placement enquiry/admission form.

- a) If Rowan Gate Primary School can meet need and whether or not there is a place available
- b) The date on which the placement will commence.
- c) On which site the child will commence their placement.

6. Prior to admission

1. Parents will be asked or assisted to complete the following (Appendix 1):
 - a) RGPS New Admissions Form: This provides information about address/contact details/ethnicity/medical conditions etc and is used to add information to SIMS
 - b) Medical Questionnaire: (If the child has particular medical needs an appointment will be arranged to see the School Nurse.

- c) Consent Form: - particularly relating to use of photos/videos/website and attending swimming lessons
 - d) Pupil Premium Information- a letter explaining the importance and potential benefit of registering for Free School Meals
 - e) Snack Letter- information about the arrangements for Snack Time
 - f) Home-School Agreement
 - g) Privacy Notice-Information about how we use student information
 - h) Car Parking Arrangements on each site
2. Where possible and appropriate, parents and a child starting school for the first time may be asked to attend together for short sessions. (See also the Transition and Settling In Policy) This may allow staff and child to become acquainted and learn about each other, whilst the child has the security of the parent being present.
- It will also allow a two-way exchange of information, and help to build up parental confidence in the school. In this way the child is gradually introduced to the many new faces and activities of school.
3. The prospective Class Teacher and School's Family Liaison Teacher will visit the child at home. For Children entering the Early Years Foundation Stage a visit may take place at the child's current educational placement.
4. The Deputy Head and members of the School Admin Team will create an initial Pupil Admissions File in Office 365 at the time of the Placement Enquiry. All relevant reports and information will be stored in the cloud until the pupils Admission date. Files will then be transferred to Pupil Information Files. Any physical paperwork received from the previous setting will be stored in a pupil file in the office.
5. If necessary the Occupational Therapist should be requested to complete a chair assessment and this should be ordered in a timely manner where possible.
- 6. Admission (Please also read the Transition and Settling in Policy which describes this process)**
- 1. Parents are invited to attend with their child, to help to settle them into school. There are no rigid guidelines; each case being dealt with individually to ensure that separation and the beginning of school is not a traumatic, but a positive experience for both parent and child.
 - 2. Staff will maintain daily contact with parents via a home schoolbook.

7. After Admission

Once the pupil has started school the following will occur.

Baseline Assessment added to the Onwards and Upwards Assessment Tool, drawing on the EHCP, parental information and associated advice, observations etc; during the first half term in order to identify strengths and weaknesses and prioritise areas needing to be addressed.

At the termly Parental Consultation meeting parents and the class teacher will set objectives. This is known as an Individual Education Plan (IEP).

For all admissions

The Annual Review takes place during the month of the EHCP anniversary. Those involved with the pupils will be invited to the meeting along with the Educational Psychologist if appropriate. Reports from all those involved with the pupil, including parent will be circulated prior to the meeting.

Reports from the professionals will be full assessments on the progress made towards the targets set out in the previous IEP. These will include some or all of the following, as appropriate to the individual needs: -

- Education
- Speech Therapy
- Physiotherapy
- Occupational therapy

The Annual Report to Parent is additional to the Annual Review in the Summer Term. Every year teachers will write an annual report to parents, which will be discussed through parent consultation.

8. Review

This policy was reviewed in March 2021 and will be reviewed again in March 2022