



Admission and Induction Policy

Rationale

To make the transition from home to school as smooth as possible for both children and parents and to make them feel welcome in their new environment.

Admissions are dealt with and allocated by North Somerset in line with their current guidelines for those children starting school in September.

Aims

- To lay the foundation for a sound partnership between home and school
- To inform parents of the philosophies and aims of the school
- To enable teachers to obtain a rounded picture of children on entry to school
- To give children the opportunity to become familiar with classroom routines and school organisation whilst part of a small group
- To give children the opportunity of three years of full-time infant education

Promoting Equality

We will not discriminate against a prospective pupil or pupil once admitted to the school by treating them less favourably because of their sex, race, disability, religion or belief, sexual orientation or gender reassignment; nor will we allow discrimination because of the sex, race, disability, religion or belief, sexual orientation or gender reassignment of another person with whom the (prospective) pupil is associated.

Guidelines

- Parents are given the opportunity of their child being admitted to school the September before their fifth birthday.
- Parents are encouraged to visit the school during the term preceding their child's entry.
- Information about the school is given in the School Prospectus and at an evening meeting when parents also have the opportunity to meet the staff and Governors.
- Pre-school booklets are sent out to all new parents and handed out at the new parents evening meeting.
- Parents are invited to fill in an 'All about me' questionnaire with their child as an introduction to their child's personal profile.
- Children visit their classes in small groups for an afternoon story with their future teacher near the end of the Summer term preceding entry.
- Opportunity for child and parent to participate in several afternoon Welcome Club sessions in Summer term preceding entry. These take place in Reception classrooms and introduce children to a range of activities similar to those they will experience on starting school.
- Head-Teacher/Deputy Head and/or Reception Class Teacher visits children at local playgroups/nurseries/preschool settings.

- Children admitted to school on a part-time basis and would begin full-time in line with the School's current induction practice. This is calculated according to age span of the cohort and numbers of children but occasionally other criteria need to be used in addition as necessary. Typically though the oldest children (from 1st September to 28th February) commence in the mornings, the youngest (from 1st March to 31st August) attend in the afternoons. Subsequent week's attendance is alternated between morning and afternoon sessions. However this is dependent on the number and age of the intake. The decision to start full-time is a joint one made between the parents and teacher. Children may if requested stay part-time until half-term.
- Parents are made to feel welcome in school and are encouraged to share concerns and successes with staff.
- Afternoon and evening curriculum and discussion sessions are held regularly, particularly in relation to reading in the Reception Year and early mathematical development.

Approved by Staffing Cttee: 21Feb 05. Endorsed by FGB: 30 Jan 06	Approved by Staffing Cttee: 17 Oct 06 Endorsed by FGB: 27 Nov 06	Approved by Staffing Cttee: 14 Oct 08 Endorsed by FGB: 24 Nov 08	Approved by Staffing Cttee: 5 Oct 10 Endorsed by FGB: 9 Nov 10	Reviewed by Operations Cttee: 21 Feb 12 Endorsed by FGB: 13 Mar 12	Reviewed by Operations Cttee: 2 Oct 12 Endorsed by FGB: 20 Nov 12
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