



Admissions Policy

**Adopted by Governing Body: 7th July 2011
Reviewed: 17th May 2012 & 11th November 2014**

Ely St John's School

ADMISSIONS POLICY

Ely St John's School adheres to the guidelines of the Admissions Policy of the Local Education Authority. This can be found in the booklet 'Admission to Primary School – A Guide for Parents' which is published and updated annually.

Children enter Ely St John's School during the school year in which they become five. (See Appendix A for Admissions criteria). By law, provided you have made an application, you will be offered a place for your child for Reception Year from the September following their 4th birthday.

On receipt of the offer of a school place you can choose to take up this place immediately, take up this place on a part-time basis until the beginning of the term after their 5th birthday, or defer your child's admission to the school until the beginning of the term after their 5th birthday, when they must legally start school.

Please note that should your child be born after 1st April, and you decide to defer your child's admission to the school until the following September, your child will be admitted to the school according to their date of birth. This means that they would be admitted into Year 1, not Reception.

We advise all parents to discuss the admission of their child with the school at which they have been allocated a place following receipt of the offer letter.

Our catchment area is the triangle bounded by the south side of West Fen Road to its junction with Downham Road; the south-west side of Downham Road from its junction with West Fen Road to its junction with St Mary's Street; the north side of St Mary's Street from its junction with Downham Road to its junction with Cambridge Road; the west side of Cambridge Road; and the by-pass. (See Appendix B)

This excludes the north side of West Fen Road, the south side of St Mary's Street and its north side from its junction with Downham Road to its junction with Lynn Road, and the east side of Cambridge Road.

We aim to enable every child to adjust to school life easily and happily by:

- making the school environment welcoming and enjoyable.
- providing happy experiences through a caring induction programme.
- welcoming parents into the school before their child begins.
- continuing to support and inform parents during their child's early weeks in school.
- ensuring that children and parents have a thorough knowledge of the school and its routine before admission.

- making every effort to learn all we can about the children before they arrive and in their early weeks in school.
- establishing and maintaining links with nurseries and playgroups.
- establishing the school as an integral part of the local community.

Admissions to Foundation Classes

Our induction programme starts with a Parents' Information Evening in the Summer term. This is followed by an afternoon visit of both child and parent/carer to a play session and walk around the school. During this time Foundation staff will be making visits to local playgroups and nurseries to see the children in their pre-school setting and have discussions with staff.

During July the children will attend one morning or afternoon session when they will be in their classes with their teachers and other Foundation staff. Parents are encouraged to leave their children for this session.

The induction period covers the first three weeks of the Autumn term and usually follows this pattern:-

- | | |
|------------------------|--|
| <u>Week 1</u> | Foundation staff make home visits to all children |
| <u>Weeks 2 & 3</u> | Part-time attendance, alternate mornings and afternoons. |
| <u>Week 4</u> | All pupils in full-time |

Parent consultations will be held in October to discuss the children's settling in.

We have a flexible approach to full-time schooling. If a child needs part-time attendance for longer than expected we are very happy to accommodate them following discussion between parents and teachers.

Admissions to St John's other than at the September Foundation Stage Induction period

St John's has been and still is a rapidly growing primary school. We are very used to welcoming pupils into the school right through the year and across the age range, from Foundation through to Year 6.

It is desirable for everyone that pupils join us at the beginning of term or at half-term starts, but with house purchase being a precarious business, we know that sometimes pupils will need to join us at any point through a term.

We encourage new parents to visit the school, either before or after a place has been allocated. Families get the opportunity to look right round the school and raise any particular issues concerning their children's education. Pupils will be introduced to their class teacher, shown where cloakrooms and toilets are located and the normal entrance and exit to the playground. We also allocate new pupils special friends who will look after them through the first few days in the school until they have 'found their feet'.

Initial contact is made through the school office, where arrangements can be made for visits and advice given on the places available at any given time. From September 2010 the allocation of ALL school places has been managed by the Admissions Department of Cambridgeshire County Council.

Maintaining Links

Parents are encouraged to make contact with the Support Staff Member in the entrance hall at the beginning of the day if they have any concerns. If anything needs further discussion, the Teacher will arrange an appointment as soon as possible.

The Headteacher is always pleased to see parents. If she is not available immediately, an appointment can always be arranged.

Regular consultation evenings and open days are arranged so that parents know what their children are doing. A report is sent to parents at the end of the school year.

Parents are very welcome to offer support in the classroom and their contributions are much appreciated. Any offers of support should be discussed in advance with the class teacher.

We invite parents, other relatives and family friends to join us for special assemblies and entertainments.

If parents need to communicate with the class teacher to raise a concern, then we have the following systems in place for everyone's convenience:

- Cloakroom message book for 'pick-up' arrangements
- Whole school – green 'home-school' book
- Support Staff member in the entrance hall daily

This policy was ratified on 7th July 2011 and reviewed on 17th May 2012 and 11th November, 2014.

ELY ST JOHN'S SCHOOL

ADMISSIONS INFORMATION

Ely St John's School is a Local Authority school and children are admitted following Cambridgeshire's admissions criteria which are detailed below.

Allocating Places

In order not to overcrowd schools there is an admission limit

The following LA criteria are strictly applied in priority order:

- * Children with a statement of Special Educational needs which name the school or for whom this is the only school that can meet their long term medical needs.
- * Children in the catchment area with a sibling at the school at the time of admission.
- * Children in the catchment area.
- * Children outside the catchment area but with a sibling at the school at the time of admission.
- * Children outside the catchment area who have been unable to gain a place at their catchment area school because of over subscription.
- * Children living outside the catchment area.