



Admission

and

Induction

Admission and Induction Policy

This policy was adopted in 2000.

It was reviewed by Governors 2006, 2009, 2013 and 2017. It will be reviewed again in 2020.

Our Mission statement

At May Bank Infants School we work towards:

"The whole and wholesome development of each child in a happy and caring learning environment."

Together we grow and learn.

Aims

This policy supports the schools aims regarding the admission and induction of pupils into school. It has the School's Mission Statement and Aims at its heart. It also embraces the Every Child Matters Agenda, the right of every child to:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Admissions

Full time places in our Reception Classes will be available in September of the academic year in which the child becomes 5 i.e. children admitted to the reception class will have their 5th birthday between 1st September and 31st August of the following year.

The standard number for admissions to May Bank is 60.

Administrative Procedure

Parents in the catchment area of the school are encouraged to register their child for school when the child is 2 years old.

A pre-admissions form may be completed by a parent (if a visit is made to school) or by a member of staff at the school (if details are given through a telephone call). The pre-admission form is placed in the appropriate file in the school office. This does not guarantee a place but an admissions form will be sent from the school to all parents who have registered their interest. Primary admissions are administered through a Co-ordinated Admissions Scheme and each pupil will receive one offer of a place at a Staffordshire school. **All parents must complete a Staffordshire County Council admissions form**, regardless of whether they have already completed a pre-admissions form or whether they have had other children attending the school. This can be completed using a paper copy, on-line or by using the dedicated Staffordshire County Council Admissions telephone line. Completed application forms are returned to the Pupil Support Unit, via the school or in the case of online or

telephone applications they will be received directly by the Pupil Support Unit. **They must be returned before the published closing date.**

SEE LA ADMISSIONS POLICY FOR FURTHER DETAILS CONCERNING ALLOCATION OF PLACES, INCLUDING OVERSUBSCRIPTION CRITERIA, DEFERRED ENTRY, WAITING LISTS AND THE TIMETABLE FOR ADMISSION.

Admissions will be made in accordance with the Sex Discrimination Act, 1975; Race Relations Act 1976 (Amended 2000); The Human Rights Act 1998.

Information

A pack of information about the school and an invitation to a new entrants meeting June preceding admission are sent to parents. Children will be allocated a place in one of two mixed ability, parallel classes that form our Early Years Foundation Stage Unit. Each class has a qualified teacher and a qualified Teaching Assistant but children will work with all members of the EYFS staff during the day. Parents will be invited into school to discuss their child with the Reception Teacher during the Summer term before their child's admission.

Transition

Whenever possible, visits will be made by the Reception Teacher to the child's Pre-school provider to meet the child in a setting with which they are familiar and to discuss their needs with the practitioner. The pre-school practitioner will also be invited into May Bank Infants School to see the children settled in their new setting. Opportunities will be identified for the new intake children to attend whole-school events (assemblies, performances, sports days, open house sessions, Summer Fayre etc.) in the Summer Term before they start.

Pre-school sessions

Children are invited to attend after school 'Stay and Play' sessions with their parents in the Summer term before they start to school.

Parental Consultation

During the Summer Term, parents are invited in to find out about our induction processes and arrangements for the Autumn Term and are given the opportunity to discuss their child with the Reception Teacher. There will also be Parents Evenings early in the Autumn Term to discuss how their child has settled and to share individual targets.

Induction

Children are able to attend full-time from their first day at school. Sometimes the teachers or parents may feel that a child is not ready to stay all day and this is discussed. Whatever is best for a child is paramount in the view of the school.