



Wibsey Primary School

Policy for Admissions

Wibsey Primary School follows the guidelines for admission into Reception, Nursery and mid term transfers as stated in the Bradford Council guidance. Children may be registered at any nursery (authority or private) in the Bradford Metropolitan District.

Aims

To ensure a smooth, confident induction into school/nursery for both children and parents.

To lay the foundations of long-standing “Home/School” links which will be reinforced during subsequent years.

To facilitate quality provision for Foundation Stage children.

Admission into Reception

Pupils attending Wibsey Primary School Nursery are automatically provided with an application form to apply for a primary school place (there is no guarantee that a child attending Wibsey Primary School Nursery will be allocated a place at Wibsey Primary School).

The school also keeps a list of children who are due to start school each September who do not attend the school nursery. The parents are contacted by letter advising them to collect an application form to apply for a primary school place.

The local authority allocate the school places and notify the school and parents. Parents **must** send their acceptance slip back to the school by a specific date.

Admission and Induction into Reception

All children who are 5 years old during the academic year enter Reception in the September of that school year. The school has only one intake per year.

Class lists are drawn together by the foundation Stage team. There are 3 parallel classes and consideration will be given to:

- Children who have/had not had nursery experience.
- Children who have/had not had pre-school experience.

- Age of children on entry into school.
- Any known Educational Needs
- Girl/boy ratio
- Friendships

Children visit the school during a pre-arrange fortnight as a class group (the class teacher may or may not be their prospective teacher). The visit will take place between 9.30am and 10.30am to give experience of activities, story time, and a play.

A parents information evening will take place for all parents of the new Reception Classes prior to their child's visit.

Parents will be informed by letter about the parents information evening. During the evening they will receive the school prospectus and this is individualised for each child, the details for the child's visits and start date is included in the prospectus. If parents do not attend the information evening they are contacted by the school office to arrange to collect their prospectus.

Reception staff and Parent Involvement Worker will visit the children at their homes prior to the school summer holidays and will also contact nurseries and pre-schools. This only applies to children who do not attend Wibsey Primary School Nursery.

Children are admitted for half days for the first four days and then full time on the fifth day.

During this time Baseline Assessments will be carried out.

Admission into Nursery

Children may be registered from birth onwards. Parents are requested to complete an application form and provide a copy of their child's birth certificate.

Children who are 4 years old during the academic school year will be allocated a place providing places are available for 3 terms. Should all places be offered and the nursery is not full (76 children) then places are offered from January and pupils who are due to start the following September following the council's guidelines.

The school administrator allocates the places following the guidelines laid down by Bradford Council. The school administrator maintains the waiting list for places and allocates accordingly.

The parents are sent a letter offering a place and they confirm their acceptance by returning the acceptance slip.

Children visit the school during a pre-arranged fortnight (the class teacher may or may not be their prospective teacher). The visits allow the children to gain experience of activities, story time and play.

A parents information evening will take place for all parents of the new Nursery Class prior to their child's visit.

Parents will be informed by letter about the parents information evening. During the evening they will receive the school prospectus and this is individualised for each child, the details for the child's visits and start date is included in the prospectus. If parents do not attend the information evening they are contacted by the school office to arrange to collect their prospectus.

The children are admitted in small groups staggered over 2 weeks.

Other year groups

The school does not allocate places for Years R – 6, all places are allocated by Bradford Council.

The school informs the council of class sizes at the request of the council.

The Headteacher decides start date for pupils transferring mid term, preferably at the start of a term or half term.

Agreed by Governors December 2014

Review date December 2017