



Coalway Community Infant School Admission Policy Statement



Gloucestershire County Council (GCC) is the admission authority for Coalway Community Infant School. The school's Governing Board has a duty to implement GCC decisions on individual applications and to act in accordance with GCC's admission arrangements.

Coalway Community Infant School gives equal opportunities to all children. This includes children with Special Educational Needs and Disabilities and children who may live in another Local Authority area.

Applications

For every child starting school in the September an application must be made to GCC. Parents can apply on-line on the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

or by completing the paper form which can be downloaded from the same webpage or requested from GCC's Co-ordinated Admissions Team via the GCC Helpline on 01452 425407. The website also contains guidance and information.

GCC use the following criteria to admit children into the Reception class: (for definitions of terms, reference should be made to GCC's published guidance, available on the GCC website).

1. Places are offered first to local children being cared for by GCC and the children from Armed Forces families.
2. Children who will have siblings attending the school when they start. (A 'sibling' is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a civil partnership, and in every case, the child should be living in the same family unit at the same address).
3. Available places will be offered to children whose homes are closest to the school (with the distance measured in a straight line in metres).

Admission Appeals

In the event of over subscription parents of children not allocated a place at our school have the right of appeal to GCC. Information on how to do this is set out on the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/>

In Year Applications

In-year applications are subject to a different application process and require a different form, which can be obtained from the GCC website at:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

Our admissions criteria is that your child can only be admitted if there is a place, which is defined as a Year Group being below the Published Admission Number (PAN) and there being no child on the waiting list.

If your in-year application is unsuccessful, you can either go on to the waiting list or appeal to GCC.

Procedure for Admitting Children:

Parents are to:

- Complete the school's own Admission form, Parental Permission Form ICT and E-Safety Agreement forms and if necessary a Medical Form.
- To provide a copy of the birth certificate and any contact orders or deeds etc.

The school will:

- For a child who is coming from a GCC school, check the school is aware of the move, request the child's records and Common Transfer File (CTF).
- Contact out of County schools for child's records and CTF file.
- If a child has come from abroad and is attending a UK school for the first time, issue a Unique Pupil Number (UPN).
- Admit a child on SIMS.
- Add to the attendance register, class list and contact register.
- Place the original admission form in the pupil file.
- If eligible, ask parents to complete a Free School Meal application.

Procedure for Children Leaving:

- Request new address and address of new school.
- Once the school move has been confirmed, remove from SIMS, attendance register and class list.
- Put the leaving date in the Admittance Register.
- Remove details from the Contact Register.
- Pass child's records to the new school once they have been requested.
- If not contacted by the new school within a week this is then passed onto our Education Welfare Officer who will liaise with GCC.

Transition Arrangements for Pre-School Children into School

Our aim is to provide both formal and informal opportunities for new admission children and their parents to become familiar with the life and work of the school, the buildings and the staff who work there, so that admission and integration in the autumn term is a natural and exciting step forward. Arrangements include the following:

- Children are admitted in the Autumn Term of the school year in which they will become five years old.
- Parents may request visits during November/December preceding the September the child starts school. This gives parents the opportunity to see the school and to meet the Headteacher and staff before deciding which school they wish to register their child with.
- All parents of registered children are invited to a meeting in the first half of the summer term to explain the induction procedure. General school information will be given to parents.
- In co-operation with our local pre-school settings, the school arranges visits for the new Reception intake during the second half of the summer term.
- Each child due to start school is given the opportunity to visit school on a number of occasions. Visits will be with their new class teacher in their new classroom.
- The school term for Reception children starts one day after the rest of the school. Children attend part-time: the youngest children attend mornings, the older children attend afternoons initially. Attendance is gradually extended to include full days after several weeks, building up to full-time attendance over a three to four week period, with the eldest children attending fulltime before the youngest. Youngest and eldest are defined for each cohort but is generally a March/April divide. This induction arrangement enables the children to benefit from a quiet, secure environment in which to become familiar with their class teacher and new classmates and confident in their surroundings.
- Deferred or part-time attendance of children under five can take place by agreement between the parent and the school where the child's particular needs make this appropriate.
- Each Reception Class will have a full time Teaching Assistant who will support the class teacher. Parental involvement is also actively encouraged.