



# Northgate Primary School

## Admissions

Northgate Primary School follows the LA recommendations and admits all Reception children in September of the year they are 5 years old. The Education Office has allocated up to 60 places. Should we have more applicants than the 60, the admissions officer will decide and parents can appeal. We may be instructed to make a "Temporary Exception" to admit up to 4 children over numbers following LA places being oversubscribed in the locality.

The younger children with birthdays from 28<sup>th</sup> February to 31<sup>st</sup> August will have the option to attend morning sessions in the autumn term and become full time from January. To help your child to settle quickly we stagger the entry of pupils and admit them in small groups into their respective classes to meet their teachers. We try to ensure all children are in class within the first two weeks of term.

Children with summer birthdays (1<sup>st</sup> April to 31<sup>st</sup> August) may be admitted in the following autumn term when they become Statutory School age, this means that they will be taught out of year group in the year below. Parents will be asked to sign a declaration agreeing to this.

(School Admissions Code DfE 2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 -](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-)

Transition visits are organised every year and these include: staff visit preschool settings, children and parent/carer visits in summer term prior to start, Home visits by Reception staff early in September.

Parents need to register their child by December of the year prior to entry. County informs school by May of the names and the school then notifies families asking them to complete an acceptance form.

Once we have the numbers for September we decide upon classes taking into consideration recommendations from other providers, total school numbers and the budget. Ideally no KS1 class will have more than 30 at the commencement of the school year.

During the summer term the school organises a New Parents Evening for parents of children due to start in the autumn term. The meeting is an opportunity for parents to meet staff, receive more information about the school and ask any questions. At this meeting parents will be informed of the date their child will start school the procedures for the Home Visits and the children are invited to visit school and meet their teachers and teaching assistants.

Parent's evenings are held every term but parents are asked to discuss concerns with the teacher as they arise.

### **Policy Statement for Admissions**

**Agreed by staff: May 2018**

**Agreed by governors: May 2018**

*J Bailey*

**Chair of Governors**

**Review date: Annually**