Admissions Policy

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2017 2019

**ADMISSIONS POLICY**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **KIRSTEN MCKECHNIE** |
| **DATE: SEPTEMBER 2017** |
| **SIGNED:** K.MCKECHNIE | **ROLE: HEADTEACHER** |
| **TO BE REVIEWED:** | **SEPTEMBER 2019** |

**OUR SCHOOL VISION**

Together we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school in which we will focus on excellent progress within traditional core subjects whilst providing a rich and exciting curriculum.

We believe that our school should equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

All pupils will have the opportunity to take part in a wide range of physical and sporting activity, as part of the curriculum, as an extra-curricular activity and in competition with other schools. Through sport we will promote a love of physical activity, the spirit of fair play and the ability to be a team-player, a coach and a mentor.

We will encourage the development of individual flair, creativity, talent and personality and will always embrace differences and uniqueness. Our school will value a good sense of humour and celebrate the fun that can be had in learning and within our school.

**OUR SCHOOL VALUES**

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

**OUR SCHOOL AIMS**

* To raise the aspirations and life-expectations of each individual within our school so everyone strives for **personal excellence** in everything they do
* To provide outstanding learning and teaching which enables all pupils, regardless of gender, race, background or ability, to excel
* To help pupils and staff build on their strengths and overcome their weaknesses through development, mentoring and support
* To help pupils develop respect for others so that they can form tolerant and caring relationships and be sympathetic to the needs of other people, whoever they may be
* To provide pupils with a variety of experiences and the support they need to be healthy and active, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being
* To use the skills, knowledge, experience and talents of all staff to personalise the learning for each pupil
* To develop a culture of team work that promotes continuous improvement and the highest standards of achievement and conduct
* To be committed to providing a high quality programme of professional development and training.

Our mission statement, **“What Challenges us, Changes us”**

**RATIONALE**

Learning happens best when ALL children are focused upon their learning and are able to concentrate and commit to thinking and learning. We want to ensure that every pupil wishing to join New Village has the chance to do this whilst fitting in with our existing pupils in a calm and positive manner. Where support is needed, we want to be able to provide the necessary support in order to develop the learning. This may mean that there are times when admission is deferred until all necessary persons, systems and procedures are in place.

**PURPOSE**

The Admissions Policy aims to provide a framework through which a careful and informed decision can be made as to the acceptance of pupils wishing to join the school

* **Consider how effectively their individual needs can be met by the school**
* **Consider how the school can ensure the safety of the pupil, along with pupils already in school**
* **Consider the impact on existing pupils**
* **Consider the context that will most effectively support the child in reaching their full potential**

**ADMISSIONS**

Any placement within New Village will be as a result of careful consideration relating to what the individual child’s needs are and how effectively these needs can be met in the school – this includes the school’s ability to provide suitable and effective resources and supporting staff. Consideration is also given to the impact that the incoming pupil will have on the pupils already in the setting/class.

A decision will also be made as to the best setting to place the incoming child and the support that is required as a result along with how best the school can meet the child’s need and keep them safe. *A pupil may not be eligible for a place, this included if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would ‘predudice the provision of efficient education of the efficient use of resources’.*

All decisions are made by the Headteacher after a face-to-face meeting with the parents/carers of the child and the child themselves; Decisions are supported by the Senior Leadership Team and the Governing Body. *In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements*

For children wishing to join us in the Early Years Foundation Stage, a home visit will be carried out by the Foundation Stage staff. Notice of this will be given well in advance.

Where admission is accepted, the parents will be informed by the school and a start date given which will be the beginning of the following term.

*Education Act 1996, Part IV, Ch 1, Section 433*

*(1)Section 14 (which requires a local education authority to secure that sufficient schools for providing primary and secondary education are available for their area) shall not be construed as imposing any obligation on the proprietor of a school to admit children as pupils otherwise than at the beginning of a school term.*

*(2)Where, however, a child was prevented from entering a school at the beginning of a term—*

*(a)by his being ill or by other circumstances beyond his parent’s control, or*

*(b)by his parent’s having been then resident at a place from which the school was not accessible with reasonable facility,*

*the school’s proprietor is not entitled by virtue of subsection (1) to refuse to admit him as a pupil during the currency of the term.*

*(3)In cases where subsection (2) does not apply, the governing body of a school maintained by a local education authority shall comply with any general directions given by the authority as to the time of admission of children as pupils.*

[***F1***](http://www.legislation.gov.uk/ukpga/1996/56/section/433#commentary-c15250161)*(4). . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .*

*(5)Despite section 7 (duty of parent of child of compulsory school age to cause him to receive full-time education), a parent is not under a duty to cause a child to receive full-time education during any period during which, having regard to subsections (1) and (2), it is not practicable for the parent to arrange for him to be admitted as a pupil at a school.*

Where admission is refused, the parents will be informed by the school. *If, following the consideration of an applicant from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LAs CAS.*

All persons have the right to appeal any decisions.

Our current admission number is 50 for all year groups other than nursery which is 52 in total (am +pm) taking into account a maximum of 26 for each half day.

#### **CHILDREN WHO HAVE BEEN PERMANENTLY EXCLUDED TWICE**

Where a child has been permanently excluded from two or more schools, you can still express a preference for a place at Bentley New Village, but the requirement to comply with any preference is removed for a period of two years from the date on which the latest exclusion took place ([section 87 of School Standards and Framework Act 1998](http://www.legislation.gov.uk/ukpga/1998/31/section/87)). This does not apply to:

* children with statements of special educational needs;
* children who were below compulsory school age when excluded;
* children who were reinstated following a permanent exclusion;
* children who would have been reinstated following a permanent exclusion had it been practicable to do so.

The Governing Body may refuse to admit a child who has been excluded twice,

Local authorities are still responsible for providing suitable full-time education for these children from the 6th day of exclusion.

**OVER SUBSCRIPTION**

Where there is over subscription for school places the following criteria will be taken into account in order to allocate places.

1. Looked After or previously Looked After Children
2. Catchment area
3. Siblings already in school
4. Proximity

Over subscription may result in a school waiting list.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list

**START DATES**

Bentley New Village School accepts new pupils ***at the beginning*** of a half term. Generally, it is unlikely that children being accepted into the school will start mid-term due to the impact that this has on the individual’s learning.

Start dates will therefore be:

Autumn : September

Spring : January

Summer : after Easter break

The school reserves the right to impose a staggered induction period which may include part-days or shortened days, if this is in the best interests of the pupil and the school.

**CHILDREN WITH ADDITIONAL NEEDS**

Children who have been receiving support for additional needs – either medical, physical, behavioural or learning – will be required to provide evidence of the nature of their needs. This is to allow school to make an informed decision as to the nature of support required and how best the school is able to meet such needs.

Additional evidence from outside agencies will also be required or the Headteacher, or her representative, who may wish to speak to/meet member from other professional organisations to support the final decision made.

**TRANSITION PERIODS**

When required, a transition period may be introduced. This will be the decision of the Headteacher and will be based on how best to establish a smooth move from one setting to another. Transition periods and strategies will vary according to the individual needs of the pupil. All stakeholders will be involved in creating the transition plan.

Children beginning in nursery will have an induction period that is suited to their individual needs and communicated by the school in writing.

**SEND TRANSITION PERIODS**

Transition between Primary Settings for pupils with SEND or identified additional need will include an initial discussion with the Headteacher and related primary school(s). It may also include a meeting/professional conversation between SENDCos and other relevant agencies in order to establish a true and accurate picture of need

Transition meetings will be organised dependant on child’s needs and the transition period will be bespoke to the individual and their specific needs

**ATTENDANCE**

All families wishing to join New Village are expected to provide evidence relating to previous attendance (at last school, or a number of previous schools). The child’s previous attendance will be considered and the school’s capacity to support their future good attendance will be a serious consideration to acceptance. Non, or poor, attendance is a safeguarding issue that the school and its stakeholders take seriously.

If families wish to provide evidence to explain past attendance figures/data then the school will accept these and take such evidence into consideration.

**HOME-SCHOOL AGREEMENT**

During the face-to-face meeting, the Home-School Agreement will be shared so that families wishing to join the school are clear of the roles of all stakeholders – including their own.

Admissions into New Village will be refused should families not wish to engage with, or adgere to, the schools Home-School Agreement.

**POLICIES**

Families wishing to join New Village will be made aware of any relevant or essential policies and directed to them – this may be via the school’s website or through a paper copy.

Families and pupils are accepted to read and recognise the school’s policies and adhere to them as best they are able.