



CHRIST CHURCH (PELLON) C OF E (VC) PRIMARY SCHOOL



Our Six Core Values are: **Reverence**; **Friendship**; **Justice**; **Thankfulness**; **Forgiveness** and **Perseverance**.

Admissions Policy

January 2017

Our Mission Statement:

“To create a happy, caring and safe learning environment which will encourage and enable everyone in school to achieve their full potential, within a Christian Ethos”

Rationale: As a voluntary controlled school, the Governors accept the admissions policy as laid down by the LA and published in the Calderdale Schools Admissions Booklet which is provided to all prospective parents. The school admits pupils into the Reception Class in the September in the year before their 5th birthday.

The School follows Calderdale policy regarding children with Statements of Special Educational Need.

Admissions into other year groups within school or into Reception at times other than September are still arranged following the policies or guidance of Calderdale.

Schools Admissions Register

A record of all prospective admissions to the reception class is kept in SIMs. All prospective parents are shown around the school when they register their child, if they so wish and Open Days are held.

Calderdale regulations are followed as regards timing of admission letters and offering of places. Parents are sent information about the school with the information received from Calderdale which includes an admissions form and information about Calderdale's Admissions procedures.

The current pupil admission limit is 30.

Arrangements for Reception Admission

1. Letters confirming places at the school are produced and sent from Calderdale Admissions Department.
2. Parents are invited by the school to a meeting without their children. The Headteacher and Reception Class Teacher talk to the parents and answer questions. Parents also receive more written details about the school and a variety of forms to return. Outside agencies may also be invited to the meeting where relevant.
3. Children receive a personal letter welcoming them to school and inviting them to come along to see us. They can come and see how reception class works by booking a time with the office.
4. If children attend a setting, staff visit them as well as at home if parents and carers so desire. This helps with settling in and transition.
5. Further transition days are set aside for parents and children to come into school together during the latter part of the Summer Term.

Starting School in Reception

Children are introduced slowly to school life for the first week, when they attend just morning sessions. The children are given the opportunity to experience lunchtime sessions and then they all leave after lunch. The classteacher offers an information session for parents to introduce them to the initial systems.

Arrangements for other admissions

If parents contact the school requesting a place for their child, they are given an 'In Year Application Form – Primary' which requires completing then forwarding to the LA which will then be taken to the fortnightly BACs meeting for accessing. Parents can view the school by appointment if they wish to do so.

Behaviour and Attendance Collaborative (BACs)

Christ Church (Pellon) is part of the West Central Halifax collaborative. The objective is to quickly facilitate the admission of vulnerable children in to appropriate school provision. The mandatory element of the collaborative is to “ensure that unplaced children are allocated a school place quickly.” An additional function of the collaborative is to co-ordinate the routine transfer of pupils between schools where a school has a vacancy. Where this is the case, the Fair Access Protocol will be referred to. All schools in West Central Halifax are represented at these fortnightly meetings and each case is discussed individually.

Date of Governors meeting

Date of Policy Review

On an annual basis therefore January 2018