



Admissions Policy

Plan Administration

Version	1
Date	January 2018
Responsibility for the Plan	Carlene Kalder & Lisa Whitehead
Approved by	Governors
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Ethos

At The Crucible Federation we are dedicated to raising the achievement and attainment of all pupils, whatever their background. We provide a positive, supportive and secure learning environment to meet this goal, which begins with sensitive and thorough admissions procedures. These endeavour to take account of each child's life experiences and needs and recognise that partnership with parents/carers/ community is vital to the child's best interests.

As some of our children are new to English (CNE) or more advanced learners of English as an Additional Language (EAL), we seek to employ bilingual staff to assist with admissions procedures, where necessary, and are members of a translation scheme should we not be able to provide in-school translation.

Procedure

We offer three (overlapping) procedures for admissions: FS1, FS2 and Y1-Y6. These are outlined briefly below, and in detail in flow charts in Appendices A, B and C.

FS1

- When children are given a place at nursery, their families receive a home visit from the Nursery teacher, along with a bilingual member of staff where appropriate, in order to fill in admissions forms and to provide a welcome / information pack.
- Children and parents are then offered the opportunity to 'stay and play' over a period of two weeks, after which they are given a start date.

FS2

- When children are allocated to Whiteways or Owler Brook by the Local Authority, their families receive a home visit from the class teacher along with a bilingual member of staff where appropriate, in order to fill in admissions forms and to give a welcome / information pack.
- A start date for the child is then arranged with the family – as soon as possible, but allowing for flexibility to fit best with the child, family and any previous setting. A pre-visit to school is encouraged.

KS1 & KS2 (Y1-Y6)

- When children are allocated to Whiteways or Owler Brook by the Local Authority, they and at least one main carer are invited in for an admissions interview on the next **Tuesday** with a member of the administration team, a member of SLT and with a bilingual member staff where appropriate, to:
 - support carers to fill in the admissions forms;
 - look round the school and to communicate information about school procedures (school times, uniforms etc);
 - for an initial assessment of the child to be done in English.
- This information is passed to class teachers and other relevant staff (including 'snapshots' in the staff-room and dining hall, and by the creation of a sheet in the 'Pastoral File') by the end of **Thursday** – to ensure that the child has the best welcome possible when they start school the following **Monday**.

Across the Schools

- Where possible and appropriate, we arrange bilingual support to help children to settle in.
- Any medical information is passed to the appropriate staff in school, and any links with support services are followed up or initiated as soon as possible.
- Previous school or nursery settings are contacted to gather relevant information about the child, for example SEN or Safeguarding.
- Baseline assessments (using relevant criteria) are completed after the child's first two full weeks at school.
- The school team works to ensure home / school links are promoted and extended during the child's time at school...and beyond in terms of links with the community.

Appeals Procedure

If parents / carers are unhappy with the school allocated to their child, then they have the right to appeal to the Local Authority. Consequently, a meeting will be held where representatives from the family and the preferred school present cases for and against the child's admission to that school to an independent panel. The panel will then make a decision as to whether or not the appeal is to be upheld. If it is, then the school will be instructed by the Local Authority that child is to be admitted. If a place is allocated at Whiteways or Owler Brook, then the above Admissions Procedures will take place.

Lisa Whitehead
Assistant Head