

**Ratified By the Governing Body On.....**

**Signed By The Chairman Of Governors.....**

**Review Date.....**

# **Osgodby Primary School**

## **Policy for Admissions**

## **POLICY FOR ADMISSIONS**

### **Aims**

- To give children and parents as much information about Osgodby Primary School and the education we provide as possible
- To make each child's school start a happy and successful one
- To begin a partnership with parents that will be lasting

### **Procedures**

Children are admitted in each year group up to a maximum of 15. However, additional admissions over this number can be authorised by the admissions panel.

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are directed to the school web-site to view the School Prospectus, and are asked to complete a personal information sheet for their child prior to admission.

Children are usually admitted on the first day of a new term although the school will be flexible in its criteria.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the administrator will request records from the previous school.