



# **Admission Procedures**

**September 2018**

## **Aims and objectives**

Eastburn Junior and Infant School is an inclusive school, welcoming children from all backgrounds and abilities. We treat all admissions applications sensitively and ensure that a child's level of ability is irrelevant to this admissions policy, as are any special needs the child may have.

We aim to ensure a smooth induction into school for both children and parents and to lay the foundations for positive home-school links.

## **Admissions Procedure**

- The school admission number is 30.
- All admissions are co-ordinated by Bradford Council.
- Parents can apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A 'Guide for Parents about Admission Arrangements to Schools' is also available at this website.

## **When do I need to apply for my child to start in Reception Class?**

Parents need to apply if they have a child who was born between **1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015**. These children will start school in September 2019.

## **How do I apply for a place at Eastburn Junior & Infant School?**

To apply for a school place parents can apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) or complete a common application form which is provided by pre-school/nursery settings in mid-November 2018.

Parents of children with older siblings who already attend Eastburn must still apply for a place at the school. Although younger siblings of children in school are given priority by the local authority, they are not allocated a place automatically.

## **Can I choose which school my child goes to?**

Parents can select up to five schools: these should be listed in the order in which they would prefer them. Places are allocated according to the criteria laid down by Bradford Council.

## **What help is available for me to decide which schools to apply for?**

Before parents decide on a particular school, they should visit the schools in their area. Eastburn welcomes visitors; please telephone the office for further information about our open days or to make an appointment.

If parents would like information on how particular schools are performing, they can view full reports on Ofsted's website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and see a summary of our latest Ofsted report on our school website [www.eastburn.bradford.sch.uk](http://www.eastburn.bradford.sch.uk).

**The closing date for applications for September 2019 is 15th January 2019.**

## **When will I find out which school my child has been allocated?**

The local authority allocates school places and notifies the school and parents. Parents will receive a letter mid-April 2019 to inform them which school their child has been offered a place at. There will be an acceptance form with the letter which parents must return to the school. If parents have applied online, they will also receive an email telling them which school their child has been offered a place at.

When the school is oversubscribed, the Local Authority maintains a waiting list for places and allocates accordingly.

## **Induction into Reception**

All children enter Reception in September of the academic year in which they turn five. The school has only one intake per year.

In order to support a smooth transition for children when starting school, the Reception Class Teacher and Pastoral Manager visit children in their pre-school/nursery settings during the summer term. Staff also undertake a home visit for children and families who are new to school. In addition, parents and children are invited to a number of 'stay and play' sessions during the summer term to help children become familiar with the school environment. Parents are given information about the school during these visits and have the opportunity to ask any questions.

Children in Reception attend school in either the morning or the afternoon for the first two weeks in the academic year before starting full-time at the start of the third week. During this time essential Baseline Assessments are carried out by staff to gather important information about children's starting points.

## **In-Year Admissions**

Parents may request a place at Eastburn Junior and Infant School for their child during the academic year. Parents need to complete the 'In-Year Common Application Form' which can be obtained from the school or from Bradford Council. The form is then sent to the council admissions department, who deal with all Bradford allocations. Notification is sent to the school and parents.

Following a successful allocation, parents are then invited into school to meet a member of the Senior Leadership Team and the Pastoral Manager and to fill in our Eastburn admission form. An opportunity will be made to meet the child's class teacher prior to admission.

## **Pupils with an Education Health and Care Plan (EHCP)**

The admission of pupils with an Education Health and Care Plan is dealt with under a separate procedure and such children will be admitted to the school named on the plan, without reference to the oversubscription criteria above.

## **Admission Appeals**

If parents receive notice that a place has not been offered to their child they may, if they wish, appeal within fourteen days by writing to the Local Authority.