

# South Cave CE Primary School

## Admissions Policy

The school's current admission arrangements adhere to the criteria set by the East riding of Yorkshire Local Authority. The present admission limit is set at 60 children. Children are admitted to the Foundation (Reception) class at the beginning of the school year in which they will have their fifth birthday. The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All our Foundation children have three terms in school.

South Cave School ensures equal opportunities to all pupils. Pupils with special educational needs and/or physical disabilities have the same admission arrangements as all other pupils. Our school has many adaptations to allow wheelchair access. If further equipment or changes were required then the school would aim to fulfil the need.

Parents can apply for places through East Riding School Admissions team and there is a link to this information on our website. The Council's Admissions Team will then process the applications and will send out the allocation letters to parents.

## Visiting Arrangements

South Cave School always welcomes parents, we believe in building a strong partnership between home and school.

Prospective parents are able to visit the school, please contact the school to arrange a mutually convenient time. The Head Teacher will be pleased to show you around the school.

A planned tour of the school with the headteacher usually takes place in the Autumn term prior to a child starting school the following year and information booklets are distributed to local pre-schools and community buildings around South Cave. If you would like one of these please contact the school.

There is an annual evening meeting in the second half of the Summer term at which parents of new entrants are invited to meet the Head Teacher and Staff and to view the school. Times are also arranged for home visits when the Foundation Teachers will visit you and your child at home. This gives you the opportunity to discuss any concerns and for

your child to meet his/her teacher on a one-to-one basis in the security of their home.

There will be the opportunity for new entrants to come into school for either a morning or afternoon session on 'moving-up' day towards the end of the summer term, as well as other shorter activities throughout the summer term. Once the school receives details of pupil admissions from the Local Authority (usually soon after Easter) we will make contact with parents to inform you of these activities.

Consultation evenings for parents are held in the Autumn and Spring terms. Early in the Autumn term, parents are invited to meet with their child's class teacher. In the Spring term, parents are invited to meet with the class teacher to review the progress their child is making half way through the school year. You will receive a copy of your child's learning journey and the end of each term and at the end of the Summer term parents will receive a detailed progress report for the school year, and you may request an appointment to discuss the report if necessary.

Parents are encouraged to contact their son or daughter's teacher or the Head Teacher should there be any cause for concern so that difficulties may be overcome as quickly and as smoothly as possible for all concerned.

We hope that parents will take part in school life and be in regular contact with us.

All visitors are asked to report to the school office. The receptionist will register the visitor's details and an authorised badge will be issued if entry to the school is necessary.