



St. Stephen's School  
and Children's Centre

*Learning for life*

# Pupil Admissions Policy

Written:	June 2009
By:	The leadership team
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By:	Governing body
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The school follows the admission criteria set by the Local Authority for selecting and offering places to local children.

Newham Local Authority controls and organises all admissions for children aged 5-11. The school controls and organises all admissions for children aged 3-5.

The school fully endorses the L.A.s policy on Inclusive education and therefore we have a commitment to the admission of children identified as having Special Educational needs/Disability.

St. Stephen's school admits children twice a year into the Nursery and reception classes.

In the Nursery children will not be admitted until after their 3<sup>rd</sup> birthday.

From Autumn 2011 the school will have one intake of 60 pupils into reception class in September.

All prospective parents are invited to a meeting the term before their child is due to start. The school will inform parents of organisational matters and the school's Early Years Foundation Stage curriculum and will be pleased to answer any queries.

Information will be given to parents about the school and children's centre in the form of the school prospectus and other relevant material. Parents will be asked to sign and accept the Home School Agreement. Parents will be introduced to their child's teacher/key worker and be given the date and time their child is due to start at St. Stephen's.

To support transition pupil admission is staggered.

At any parent's request the school is happy to arrange a convenient time and day for a full tour around the school.

#### WHERE TO GET HELP AND ADVICE ON ADMISSION TO ST STEPHEN'S SCHOOL AND CHILDREN'S CENTRE

Parents can contact Pupil Services for information on admissions through the contact number 020 8430 2000 between 9am and 5.15pm Monday to Friday (ASK FOR PUPIL SERVICES)

Write to Pupil Services at the education department at:

Children & Young People's Services,

Building 1000, Dockside Road, Canning Town, London E16 2QU

#### ADMISSION CRITERIA FOR MAINTAINED NURSERY PUPILS

## NURSERY ADMISSIONS

The school follows the admission criteria set by the Local Authority for selecting and offering places to local children.

1. The child must be 2 years old to register for the nursery.
2. Children will not be admitted until the term after their 3<sup>rd</sup> birthday.
3. Priority is given to children in catchment area with the oldest being admitted first, in order of being registered.
4. We will take names from any Newham resident but if they are a distance away, we will inform them about other schools in their area (after those in catchment of same age).
5. Exceptions are made and priority is given if a child has individual needs (SEN), is a looked after child or has been referred by the Education Authority or Social Services.
6. Parents are advised if they are registered at another nursery they **MUST** inform us if they accept a place elsewhere or move.

Practice

Families whose names are on the registration list are contacted by letter.

The family is invited to come to the nursery to fill in the 'Admissions Form' with a member of senior staff. This is an occasion where the nursery and family share information about the child and the nursery. Any questions are answered. Allocations are made for either a morning or afternoon session. A copy of the 'settling-in' and information booklet is given to the parent/carer for their information.

Meeting with key-worker to collect information and give the family a start date.

Each key worker will then settle in the children gradually, twice a week. From the first day the children start they are put on register and marked present even if parent is still with the child (see 'Settling-In' Policy).

The family are offered to look around the nursery and be introduced to members of staff. They are offered the opportunity for the child to play if time is appropriate.

Children are settled at a rate of one child per session two days per week. Individual constraints are taken into consideration, e.g. new babies, holidays etc.

Parents are asked to encourage their child to make a picture at home to bring to nursery when they start, to be display in nursery.

#### ADMISSION CRITERIA FOR MAINTAINED PRIMARY PUPILS

The school follows Newham council policy guidelines. It clearly states the criteria for pupil admission.

##### School Places Are Offered In This Order

1. Children with statements of special educational needs, or those where a school is receiving 'exceptional resource funding' for that child under the 'school action plus' stage of the special educational needs code of practice, or those whose assessed physical access difficulties or other disability require a particular school placement.

This priority will be given when a formal assessment carried out by local authority (LA) officers determines that only a particular school can meet a child's special educational needs. If more than one school is able to meet a child's needs, and if parental preference still cannot be met using the other admissions criteria in this policy, then a place in the school closest to the child's home with a suitable place will be offered.

2. Children who are in the care of a LA. This priority will normally only apply to the nearest school to the child's accommodation address with a suitable vacancy.
3. Children who live locally and have a brother or sister in the school. The family home must be in the school's catchment area. The brother or sister must go to the school - not the school's nursery class. You must tell the school about the brother or sister when you apply.
4. Children who do not live locally but do have a brother or sister in the school and you can prove that a place was not available at the local school for that brother or sister. You must have a letter from that school or from Children and Young People's Services to prove your child could not get a place in your local school. This will only be possible if your child started school after August 1999. As this is a new reason for admission, the local school will not have these records before this date. If your first child started before August 1999, your child who has yet to start school will fall in group six below.
5. Other children who live locally. The family home must be in the school's catchment area.
6. Children who do not live locally but have a brother and sister in the school. The brother or sister must attend the school and not the school's nursery class.
7. Other children, whether or not they live in Newham.

The criteria for admission can be found in the 'Starting School' booklet available on request at the school or education department

If you need further assistance please contact the school manager on 020 8472 7575.

#### SCHOOL PROCEDURE FOR ADMISSION

The School Clerk and the Reception Teachers are responsible for the general admission and induction to St Stephen's School.

1. The School Clerk is notified by the L.A. of admissions to St Stephen's School.
2. The clerk will send a letter to the parents.
3. The clerk will handover key information (siblings in the school, date of birth and address) regarding the pupil to the Reception Class teachers.

4. The clerk will inform the HT/DHT of class numbers and gender split and decide the appropriate placement.
5. The Reception class teachers will invite parents to a meeting highlighting the expectations of the school. During this meeting routines and procedures will be outlined, examples of work will be shown and the school shop will be open.
6. During this meeting, parents will be asked to complete the admission FORM, sign the home school agreement and receive a school prospectus .
7. A document check then takes place checking the identification of the parents and child.
8. This information from the form is then given to the School Clerk to load onto the school's SIMS database.
9. The children will then able to visit the Reception classes to familiarise themselves with the new setting and adults in the school.
10. The children are invited to a Teddy Bear's Picnic in Reception.
11. The school follows an open door policy and encourages parents to visit and communicate with the Reception teachers during this transitional time.