



Eastnor Primary School

'Inspire and Achieve'

Eastnor Primary School

Admissions Policy

2015-16

Introduction

School admission arrangements should work for the benefit of all parents and children. The arrangements should be as simple as possible for parents to use, and help them to take the best decisions on the school for their children.

Our first aim is to work with you to make the transition from home to school a happy and positive experience for your child. We aim to get to know your child quickly and make school an inspiring and happy place to be. All children that join Eastnor Primary School are welcomed as individuals and are nurtured and taught with this in mind.

Admission Arrangements

Children can be admitted into the school from the September of the academic year in which their fifth birthday occurs in accordance with the conditions of the County Admissions Policy. Applications must be made by parents / carers direct to Herefordshire County Council regardless of existing catchment areas. If there are more applications received than places available at our school, then the County Admissions Officer will apply oversubscription criteria to decide which children can be allocated a place.

- Form PA1 is used when a child first starts school. Forms are issued by and should be completed and returned to Herefordshire Council.
- The agreed number of places in the reception year is 12 (Planned Admission Number). In allocating the places the Council will follow their published criteria – found in the Admissions and Transfers booklet. Parents should also refer to this document for relevant dates as to when applications should be made.
- Parents who are not successful in securing a place for their child at Eastnor Primary School have the right to appeal to an independent appeals committee of the governors. Full details would be provided by the Council as part of their normal admissions procedure.
- It is the agreed policy of the governors that all 4 year olds should be encouraged to take their place from the 1st September in the academic year in which they are. However, they acknowledge the rights of parents to take places at the beginning of the term in which their child is 5.
- Prior to starting school there will be a detailed information pack sent to parents with details about transition events which will be held in the summer term prior.

In Year Transfers

At Eastnor we also welcome children up to the age of 11 who are moving from other schools. Please phone the office to arrange an appointment to visit to the school. The Head Teacher will be pleased to meet you and will be able to give you the information required to help with your child's transition to Eastnor. Please note that we are unable to exceed our admission numbers for each year group.

If application is not straightforward the Head teacher may advance the application to the Local Authority for consultation under the In Year Fair Access Protocol and a decision will be made within 20 school days.

For working parents we are pleased to inform you that Bubbles nursery, which is the private nursery on the Eastnor Estate, runs a breakfast club and after school club for Eastnor Primary School. They run a walking bus and can drop children off at school in the morning and pick them up at the end of school day.

Admission for children with disabilities

We welcome all children to our school and value equality and diversity through all that we do.

The procedure adopted by the school in the case of a pupil with disabilities is as follows:

- Apply to obtain funding if appropriate.
- Access 'specialist' support as necessary.
- Consider modification of staff duties and teaching methods and materials.
- Create an early partnership with home (and existing school placement) to ensure successful planning and admission.
- Ensure the physical environment is appropriate to allow full access to the school site and grounds and to the curriculum and undertake any modifications possible to improve physical accessibility.

Admission for children with Special Educational Needs

We welcome all children to our school. The Head Teacher works closely with Miss Patchett, the Eastnor Primary school SENCO, and supports all families to ensure a smooth transition into the school. Please see our 'school offer' to support children with special needs which is on our website and contains additional information.

The procedure adopted by the school to support children with special needs is as follows:

- The Head Teacher will call the previous school for a handover meeting
- The Head Teacher will arrange a meeting with the family

- The Head Teacher will give advice to staff and consider modification of staff duties and teaching methods and materials.
- Create a provision map to support progress of the child.
- Staff will monitor children with special needs carefully and inform the Head Teacher if there are concerns about the rate of progress being made.
- If a child needs additional small group or individual teaching then an intervention plan will be put in place.

Additional Information

The following information comes directly from the Herefordshire School Admissions and Transfers web page. For full details click the link below.

<https://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/>

For further information on school admissions, contact the council's Reception Admissions Officers:

Telephone: 01432 260926 or 261574

Email: schooladmissions@herefordshire.gov.uk

Address: School Admissions, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford HR4 0LE

If you move to Herefordshire **during the school year** or your child needs to move school for other reasons, you will need to apply for a school place by contacting your preferred school directly and completing the **in year transfer form**. If you prefer, you can ask for the application form directly from any maintained Herefordshire School or from the School Admissions Office.

Hereford Council has a duty to provide your child with a school place so if you are having any difficulty or require further assistance please contact the council:

Telephone: 01432 383168

Email: schooladmissions@herefordshire.gov.uk

Address: School Admissions, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford HR4 0LE