

# Admissions Policy

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Agreed by Governors	Summer 2023
Date for Review	Summer 2024



## ADMISSIONS POLICY

### Aim

The aim of this policy is to give parents/carers clear guidance on the admission of pupils to Westfield Infant School.

### Introduction

The Governing Board of Westfield Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. Westfield Infant School is a Community School and the LA is the admissions authority. A copy of the LA's Admissions Policy and Procedures is available as follows:

<https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2020/4/16/osa-amended-admissions-policy.pdf>

The LA's Admissions Policy and Procedures is updated annually and changes are only made following consultation with all schools and relevant settings.

### Admission to the Resource Base for pupils with communication and interaction difficulties

All pupils attending the Resource Base have an Education Health Care Plan (EHCP).

During the preparation of a statutory assessment parents/carers are often advised by Educational Psychologists, pre-school settings and other professionals working with the family to visit placements such as the Resource Base at Westfield Infant School.

Parents/Carers are shown the school and the Resource Base facilities as an example of this kind of provision. Staff at Westfield Infant School always make it quite clear that the SENA department of the LA are the admissions authority for the Base.

The Resource Base is funded as a 24-place unit for pupils with an Education Health Care Plan (EHCP). The LA will decide annually in January how many places they will fund the school for in the next academic year. Once parents/carers have received a proposed EHCP they are given the opportunity to name the school of their choice. This is then discussed at the next panel meeting and if the panel are in agreement with the parents/carers request the school will receive a copy of the proposed EHCP and a consultation letter giving 15 days to reply.

Staff at the school will consider the information and will respond either confirming that the Resource Base can meet the needs of the child or, if staff have concerns, these will be pointed out in the Response Form.

All admissions to the Resource Base may be discussed with the Chair of Governors and information shared with the Governors Achievement of Pupils sub-committee (incorporating SEND).

## Links with other Policies

This policy has links with the following policies:

- Single Equality Policy
- Partnership between Home and School
- Integration and Inclusion
- SEND Policy
- Induction of New Pupils Policy.

## Review of Policy

This policy will be reviewed during the Summer Term 2024 in line with the annual LA consultation to schools and information found in Admissions Policy and Procedures.

Governors will consider alterations in light of any changed circumstances in our school, changes in legislation or as recommended by the LA, the Admissions Authority for this school.

Adopted by the Governing Board and Signed by .....|.....  
Chair of Governors

Date: 10.5.23

**Appendix to Admissions Policy**

**Entry Procedure for Mid-Term Admission to Westfield Infant School**

***The following information should be followed when dealing with the admission of new pupils:***

Admission Form for the Allocations Department, to be completed on line. For parents/carers who do not have internet access, we have a computer in the entrance area for them to use should they wish. Staff at the admissions department need to approve all admissions before a pupil is admitted to school.

On day of entry parents/carers need to return the full set of admission forms with emergency contact numbers and other details we require to complete our records.

Parents/carers will have been requested to bring the child's birth certificate in and a photocopy will need to be taken and retained in the child's records.

Parents/carers are given a Westfield Infant School Induction Pack as referred to in the Induction of New Pupils Policy.

All information should be entered onto the system as soon as possible. If the child has not been to another school, a Unique Pupil Registration Number will be allocated. If a UPRN has previously been allocated contact should be made with the previous school to obtain details of the number and a request made that records are transferred as soon as possible.

Record Information folder is processed and information completed for the Pupil Record file.

Home/School Agreement printed for the parents/carers to sign. Headteacher to then sign on behalf of the school and original given to parents/carers with copy kept in school.

Golden Rule card prepared for child to keep in book bag.

On the first day the following needs to be checked with parents/carers:

- ◆ Lunchtime arrangements – parents/carers sign to take up UIFSM
- ◆ Free fruit is available at break times and other snacks are not permitted unless there is a medical or dietary reason
- ◆ Mid-morning drink system - milk or water explained
- ◆ School Uniform
- ◆ Need for PE kit in school at all times
- ◆ Book bag
- ◆ Any recent letters that may still be relevant concerning trips, etc.
- ◆ Eligibility for FSM (Pupil Premium Grant)
- ◆ Explain that class teachers will arrange to meet parents/carers within 2 weeks and discuss the Induction Checklist.