



Admissions Policy

Context

Hendrefoilan Primary School is situated in Killay, Swansea. It has approximately 250 pupils from 3 – 11 years old.

Principles

The governing body wishes to ensure that in all aspects of the process of admission to the school there is very close liaison with the Local Authority (LA), with partner agencies and with prospective parents and carers. The school does not discriminate in its admissions policy on grounds of ethnic background, gender or creed. It aims to be as accessible as possible for all pupils; the LA. makes decisions about placement of pupils in the first instance.

Objectives

- All parties should have access to full and accurate information which will assist them in making appropriate and informed decisions;
- All pupils should be appropriately placed and with suitable and sufficient preparations made for them;
- Pupils should experience as smooth as possible a transition into school.

Initial Visit

Parents are encouraged by the school and by external agencies to make informal visits to the school, so that they can see for themselves what the school is like and make an informed choice as to the preferred placement for their child. During their visit, they can tour the school and will (if possible) meet the pupil's prospective teacher. They will receive a copy of the school prospectus to take away.

Age at Entry

Currently the Local Authority's view is that children will only be admitted after their third birthday. In 2016 – 2017, children join morning nursery sessions in September, after their third birthday.

Tour of school

In the school term prior to their entry (or as soon as possible), the parents and child/children will visit the school for a guided tour and welcome session in nursery. They will meet the Headteacher and Nursery staff.

The purpose of the meeting is to share information about the child's needs. The parent or carer and those who currently work with the child will therefore be requested to share this with others in the meeting.

Before entry to Nursery, we will try to establish:

- Agreement with parents or carer as to the times and days for the phased admission of pre-school pupils;



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- Whether or not the pupil will be accompanied/transported by the parent/grandparents in the initial stages;
- Toileting, feeding, medical and medication requirements.
- The nature and means of communication currently used by the child.

An admissions form including Ethnic Monitoring, an Individual Health Care Plan (if necessary) will be given. The parent or carer will be given a Prospectus to take away and a Nursery information pack.

First Day at School

Parents are encouraged to stay with their child on a prearranged class visit in the summer. On their first day, they are given a later starting time. If anyone has difficulty settling, the nursery teacher offers parents a variety of solutions, which may include then attending a shorter session until they settle. The nursery teacher will seek to ensure that any specific queries or concerns are addressed.

Settling in

During the 'settling-in' period (usually between 4 - 6 weeks following admission), very close contact is maintained with the parent or carer. Throughout the child's school career, they are encouraged to telephone or visit the school and to discuss any queries or concerns they may have either with the Classteacher, Nursery staff or the Headteacher.

Transition from Part-Time to Full-Time Placement

Pupils currently move from part- to full-time in the September following their fourth birthday. Children attending the Nursery class at Hendrefoilan Primary will not have an automatic right of admission to full time education in Reception. Parents need to apply for a place. At the start of the year (January) parents apply centrally and are usually notified on 25th April of a place in Reception.

Places for Reception are allocated in line with the Local Authority's Admission Criteria, which are as follows:

1. Children who are looked after by the Local Authority (LAC).
2. Children who live within the school's defined catchment area. If there are more applicants than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.
4. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applicants than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.