

Preparing Children for a Bright Future in a Changing World.



HEATHER AVENUE INFANT SCHOOL ADMISSION POLICY

At Heather Avenue Infant School, we follow the Norfolk County Council policy for first admission to our school.

Children are admitted to our Reception Class during the academic year in which their fifth birthday falls.

All guardians of children born between 1st September 2015 and 31st August 2016 may admit their children full time from September 2020.

However, guardians are entitled to defer their admission or request that their child attend on a part-time basis, but the child must start school on a full time basis at the beginning of the term following their fifth birthday.

We will ask all guardians their choice of full-time or part-time attendance during the summer term prior to entry. Guardians commit to this attendance pattern for all of the Autumn Term until the beginning of the Spring Term when all Reception children start full time under local admission arrangement.

- All new admissions are processed through the Local Authority.
- From 1st September 2010 the local authority has taken on a statutory duty to coordinate all in year admissions and it will be a legal requirement that all decisions regarding school preferences must be made in writing by the local authority. This applies to all admissions except children with statements of special educational needs. Schools have been informed that they must adhere to the following:
 1. If any child is placed on roll without the offer being made by the local authority the full years Age Weighted Pupil Allocations will be clawed back by the local authority.
 2. The school should complete the school section of the Requesting In Year Transfer application form indicating how many spaces, if any, are available in the relevant year group.
 3. Upon receipt of the form the Admissions Team will determine if the application should be dealt with immediately or after the following half term in accordance with In Year Admissions Guidance.

4. No waiting lists will be held by schools or the local authority.

We offer appointments to view our school to prospective guardians in the Autumn Term, in the year prior to their anticipated admission. This allows prospective guardians the opportunity to see what our school has to offer.

During the Summer Term we hold a "New Guardian's Intake Meeting", where all those guardians who have children starting school in the following September are invited to attend. This is an opportunity to meet the staff from the Reception Classes and to receive the school's brochure, the list of school uniform, and other practical elements.

All Guardians and children will be offered a home-school visit in the summer term before the child's September start date with the child's class teacher and staff. This offers an opportunity for class teachers to meet the children and guardians and for guardians to ask any questions. During this meeting class staff will complete a brief home visit intake list detailing the child's dietary/medical needs and any other relevant information.

At Heather Avenue Infant School, we feel that children settle into school more quickly if they get to know the school environment and staff prior to starting with us in September. During the summer term children who attend the Heathers Pre-school Nursery will participate in a planned transition programme. Children who are attending other pre-school settings are also invited to come and spend time with their new class during this term. In addition, all children are invited to attend school for three sessions (mornings/afternoons) on three designated consecutive days as well as a picnic in the Summer Term.

Reviewed: January 2020

To be reviewed: January 2021