



# Ravensmead Primary School

## Early Years Foundation Stage

### Admissions Policy

#### Admissions into Reception

Full time places in our Reception Classes will be available in September of the academic year in which the child becomes 5 i.e. children admitted to the reception class will have their 5th birthday between 1st September and 31st August that year.

The standard number for admissions to Ravensmead is 60.

If the number of pupils seeking admission to the school exceeds the number of places available, then the following order of priority will be used:

- Looked After Children
- Pupils currently living in the 'catchment' area of the school.
- Pupils who would, in the first year to which the application relates, have an elder brother or sister in attendance at the school.
- Pupils who meet the following requirements:
  - They are distinguished from the majority of other applicants either on medical grounds which are supported by a medical report, obtained by parents, specifying the medical advantage of the child attending the preferred school compared with the normal 'catchment' area school
  - or by other exceptional circumstances material to the choice of school (i.e. the circumstances of the child, not the social or economic circumstances of the parent) they would suffer hardship if they were unable to attend the school.
- Other pupils arranged in order of priority according to how near their home addresses are to the school, measurements being the nearest walking route
- Admission application forms for Staffordshire schools for Reception must be submitted by 15<sup>th</sup> January

#### Admissions into Nursery

There is only one Nursery Intake each year, commencing in September. Your child will be admitted in the Academic Year (1st September to 31st August) in which he or she is four years of age.

n.b. It is important for parents to be aware that if a child is offered a place in a Nursery class, this will not guarantee later admission to the primary school. A special admissions form needs to be completed stating first and second preferences for Primary Schools and places available will be allocated according to the Admission Policy selection criteria of priority, as outlined above. **Admissions Application Forms for Staffordshire Schools must be submitted by 31st March.**

Parents wishing to register their child to commence Nursery Education can do so by contacting the School Secretary during the school day. Attendance in the Nursery is part-time either for morning or afternoon sessions, each providing up to 26 places for Early Years learning opportunities.

### **Administrative Procedure**

An admissions form is completed by a parent (if a visit is made to school) or by a member of staff at the school (if details are given through a telephone call). The admission form is placed in the appropriate file in the school office and the data inputted onto the SIMS system.

### **Transition into Reception**

The Nursery children first become familiar with the Reception children and practitioners at outside activity times.

After the May Half Term holiday, before entry into school, the Nursery children (including children from other Nurseries) visit Reception twice a week to look around, to play, draw, talk, listen and to engage in role play etc. The Nursery children are invited to one 'busy time' and one 'quiet/carpet time' each week for approximately 5 weeks.

Following this, parents are invited to attend a Reception Induction meeting to discuss school life, to see the Reception area and meet the teachers and to discuss any worries they might have.

Any children who have not attended our Nursery, but are eligible for school are also invited to this meeting. All parents receive an information pack outlining the procedures for starting school and should answer many questions that they may have. As part of the induction the parents and children are invited to experience a school dinner in preparation for their start in the September.

### **Starting School**

The Reception children start school in a staggered way. Entry into Reception takes place over 3 consecutive days allowing the Reception staff to integrate the children more slowly. 10 minute intervals are allocated so that parents and children have individual time with the class teacher before the next child arrives. Dates and times are provided during the Induction Meeting.

### **Starting Nursery**

At least a term before entry into Nursery, parents who have registered their child, are contacted to see if a place is still required and which session. They then attend two "Play and Stay" meetings in the Nursery, to meet the practitioners, ask questions, look around, and for their child to meet other children and play with the toys. The parents have a Home visit by the Nursery practitioner, prior to their start in September, to discuss any concerns in their own home.

At the beginning of the term, two children are welcomed at each session, at different times, so that each practitioner can give them individual attention. Times and dates are organised by the Nursery staff and communicated to parents at the Nursery Meeting.

If a child finds it hard to settle, alternative arrangements can be made. Transition to Nursery takes place over a 2 week period.

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September, 2017

