

# *Primrose Hill Primary School*



## **Admissions Policy and Procedures**

January 2018

The way we organise our admissions is based on the information in Camden's "*Starting School*" booklet. This is published each year (and available from our school website, public libraries and Camden's admissions department) so, please check with us or with the Admissions Section of Camden Children, Schools and Families Tel: 020 7974 1625

### **Equalities Statement**

Primrose Hill is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are equally valued.

The Equality Act 2010 provides a framework to support our long-standing commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. We continue to actively tackle issues of disadvantage and underachievement of different groups.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Our approach to equality is based on the following 7 key principles

1. All learners are of equal value. Whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation.
2. We recognize, respect and value difference and understand that diversity is a strength. We take account of differences and strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.
3. We foster positive attitudes and relationships. We actively promote positive attitudes and mutual respect between groups and communities who may be different from each other.
4. We foster a shared sense of cohesion and belonging. We want all members of our school community to feel a sense of belonging within the school and wider community and to feel that they are respected and able to participate fully in school life.
5. We observe good equalities practice for our staff. We ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including in recruitment and promotion, and in continuing professional development
6. We have the highest expectations of all our children. We expect that all pupils can make good progress and achieve to their highest potential

7. We work to raise standards for all pupils, but especially for the most vulnerable. We believe that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole school.

## SECTION1: ADMISSION TO THE TWO YEAR NURSERY PROVISION

Primrose Hill have committed to providing part-time places for up to 24 children in Tadpoles.. This can be a combination of mornings only, afternoons only or some full and part days where there is availability.

This is the eligibility criteria for admissions to the Tadpoles:

A two year old can get free early education and childcare if their parents/carers receive ONE of the following:

- *Income support*
- *Income-based jobseeker's allowance (JSA)*
- *Income-related Employment and Support Allowance (ESA)*
- *Universal Credit*
- *Tax credits and an annual income of under £16,190 before tax*
- *the guaranteed element of State Pension Credit*
- *Support through Part 6 of the Immigration and Asylum Act*
- *The Working Tax Credit 4-Week Run On (the payment received if the parents/carers stop qualifying for Working Tax Credit)*

A child can also get free early education and childcare if any of the following apply:

- *They are looked after by a local council*
- *They have a current statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHC)*
- *They receive Disability Living Allowance*
- *The child has left care under a special guardianship order, child arrangements order or adoption order.*

We follow the Camden admission criteria for places. We also prioritise 'eligible' pupils first, then the following criteria is applied:

- *Children of an appropriate age to fill the vacancy to ensure the balance of places across the age range (terms of birth)*
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Generally, there are three points of entry for the Tadpoles - September, January and April.

Parents/carers can inform the school office that they are interested in a place at the school if they believe their child qualifies for a place. They will also need to make a formal application to Camden Council in order to confirm that they meet the criteria. This can be done 3 months before the child's second birthday. In the meantime, we will add the child to our waiting list. The weblink for applications is:

<https://forms.camden.gov.uk/cus/servlet/ep.app?ut=X&type=84839445895&auth=204>

When children become 3, the criteria for 3 and 4 year olds may apply. However, this is conditional on whether there are spaces available.

All new Tadpoles parents & carers will be invited to visit the Tadpoles environment prior to their child starting at the School. This will be an opportunity for them to meet the staff, the Head Teacher and EYFS Leader. The Early Years Practitioners will make a home visits once the child has been offered a place. At this meeting we will ask parents/carers for information about their child to help us get to know them and to establish what we need to put in place to meet the child's needs.

Nursery staff will also explain about procedures such as settling in arrangements, things we hope the child is already able to do before they come to nursery, ideas for helping them with their learning at home, as well as school routines. There will also be time for the parents/carers to have any other questions answered.

### **SECTION 2: ADMISSIONS TO OUR NURSERY – Froglets Class**

All 3 and 4 year old children in Camden are entitled to free early education and childcare places for up to 15 hours per week during term time. Parents can apply for eligibility from the Government gateway website: <https://childcare-support.tax.service.gov.uk/>

The free provision starts the term after their 3rd birthday.

There are 2 schemes that provide additional hours for some Camden children. All 3 and 4 year old children will continue to receive 15 hours of free childcare.

A new Camden enhanced scheme for 30 hours of early education and childcare applies to some families.

To be eligible for the Camden Enhanced Offer the parents/carers must:

- Be a resident in Camden
- Not be eligible for the Government 30 hours for working parents

Or must meet one of the following criteria:

- Family meets the criteria for free school meals (see: [camden.gov.uk/fsm](http://camden.gov.uk/fsm))
- Family receives working tax credits and household income is less than
- £16,190
- The child is being 'looked after' by the local authority or is a child who has 'left care'
- The child has a statement of special educational needs (SEN) or an Education,

Health and Care Plan (EHCP)\*

- The family receive disability living allowance due to the needs of the child\*
- The family receive support from the National Asylum Support Service (NASS) through part 6 of the Immigration and Asylum Act.

The link of applications for the enhanced scheme is here:  
<https://www.camden.gov.uk/ccm/content/education/pre-school/childcare-folder/free-3-and-4-year-old-places.en>

There is also the option of parents/carers paying for an additional 15 hours at a rate of £97.50 per week.

### **a. How to apply for a Nursery place**

Parent/carers can put their child's name down on our application list during normal school hours, 9.00am - 3.30pm, by calling into the school and speaking to our office staff.

We will ask the parent/carer to fill in an application form (PA2) to give us basic information about the child. We will provide a copy as proof of the application.

A member of the Admin Team will discuss eligibility and the options available.

### **b. When will we know about the place?**

We cannot let a family know whether or not a child can have a place until after the final date for submission of applications. The final date for submission is 15th February. After applications have been processed, allocation of places takes place in the May. At this point, we will inform the parents/carers in writing if we are able to offer their child a place.

### c. What happens when my child's name is on the application list for Nursery?

We process applications and allocate places according to the Camden Admissions Criteria (in section 2).

We will contact families by letter in the term before the child is eligible for a place at our Nursery. If the child is offered a place at our Nursery, parents/carers will be given a date and time for starting. Not all children will start on the same day. We stagger nursery intake because settling the children properly needs a lot of adult time and attention.

All new Nursery parents will be invited to visit the Nursery environment in the summer term. This will be an opportunity for them to meet the Head Teacher, Senior Leadership Team and other key staff with whom the family will be working throughout the child's time at the school. The Nursery Teacher and Nursery Officers will make a home visits once the child has been offered a place in the school. At this meeting, we will ask the parents/carers for information about their child to help us get to know them and to establish what we need to put in place to meet the child's needs.

Nursery staff will explain about procedures such as settling in arrangements, things we hope the child is able to do before they come to nursery, ideas for helping them with their learning at home, as well as school routines. There will also be time for parents/carers to have any other questions answered.

Please also refer to our **Settling into EYFS Policy**

## SECTION 2: ADMISSIONS TO OUR RECEPTION CLASSES

### a. Admission Criteria for Reception Classes

The school has space for up to 60 children in its two Reception classes, admitted in September each year. Our admissions criteria follow that laid down by Camden's Children, Schools and Families Department and can be found in its "*Starting School*" booklet published annually (and available on the Camden website). In brief, the criteria are, in order of priority:

- Children who are in public care
- Children with a Statement or EHC Plan relating to special educational needs
- Siblings of those already in our school
- The distance a child lives from the school

### b. Timetable for admission to Reception classes

Admission to our Reception classes is administered by Camden Children, Schools and Families. The school has no role in this process, and no preference is giving to children who have attended

## Appendix A

our Nursery. All children are required to attend school in the term following their fifth birthday and Camden's policy is to admit children to Reception classes in the September before their fifth birthday.

The deadline for applications is in the beginning of February in order to start school in the following September. Parents of prospective pupils will need to complete a Common Application Form and return it to Camden Admissions Department. Camden then allocates places and send the school a list of successful applicants in May. Parents/carers can always ring the Admissions Department for help and information about applications. Their phone number is 020 7974 1625.

The Admissions team will write to the family with the results of the application by early May. The parents/carers will need to respond to the letter within two weeks. The fourth criterion (the distance a child lives from the school) is used when there are too many applications that meet the first three criteria. The Camden Admissions Team work out how many metres it is between the family home's front door to the front gate of the school, using the nearest walking route on public roads or footpaths.

Length of time on the application list does not give any advantage to a child and is irrelevant in deciding priority.

When a child has been allocated a place at Primrose Hill School, Camden Admissions team will write to the parent/carer to check that the family are still interested in accepting it. They will give a date by which the parents/carers must make up their minds whether or not to accept the offer. **If they don't hear from the parents/carers by that date they will offer another child the place instead.**

If the parents/carers accept the place and their child is already in our Nursery we will tell them about the things we do in school to help make the move from Nursery to Reception as smooth as possible, and invite them in to meet the staff.

If the child is not at our Nursery, then we will invite the parent/carers to visit the Reception classes during the summer term. During this visit we will tell them about a typical day in school, inform them about what their children need to bring with them and allow time to ask questions. We will then write to parents/carers confirming the offer of a place, giving a starting date and time, and a date for a home visit where the parents/carers will be asked to give us some basic information about their child.

**Please also refer to our Settling into EYFS Policy**

### c. Further information and advice

Parents/carers can get further information about Reception admissions from the school office or the Admissions and Exclusions Section at Crowndale Centre, Eversholt Street NW1 1BD Tel: 0207 974 1625.

### SECTION 3: CASUAL ADMISSIONS

#### a. How to apply for a place in the School

Enquiries about vacancies in the school can be made to the school office, or directly to Camden Admissions.

We will ask the parents/carers to complete an application form to give us basic information about their child. They will be given a copy as proof of the application. We will check the age of the child and look to see if we have a vacancy in the appropriate year group.

Parents/carers are strongly advised to view the school and speak with staff before making an application to Camden. The Head Teacher hosts tours of the school on certain Wednesdays each term.

#### b. How will parents/carers know about a place?

Camden admissions staff will advise about the progress of the application as soon as possible after submission.

**Please note, as a matter of courtesy, the School will always contact the child's previous school before admission.**

#### d. What happens next?

The parents/carers will complete the relevant forms required by the School. On admission, families will also be given a welcome pack containing the following:

- ◆ Our Home School Agreement;
- ◆ A permission slip for outings – local walks specifically;
- ◆ A permission slip for use of the child's image on the school website;
- ◆ Camden's medical consent form

Once the forms have been completed we will arrange a home visit. This will either be from the Class Teacher or one of the Inclusion Leadership Team.

We will then agree a starting date for the child and their settling in procedure.

On the child's first day they will be greeted by the Head Teacher and be taken to meet their class teacher and the pupils in their new class.



Once the child has commenced at our school we will contact their previous school to request that their records are forwarded to us as soon as possible.

In the event of over-subscription, places will be offered in descending order using Camden's school admissions criteria:

- a) Children for whom the school has been named on an Education Health Care Plan.
- b) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order
- c) Children with a sibling at Primrose Hill Primary School who will still be on roll when they join.

*Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.*

d) Children whom Camden accepts have exceptional medical or social need for a place at the school. *There will have to be a clear link between the child's exceptional need and the specific features of our School. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the School.*

e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

If each year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria.

#### **SECTION 4: ADMISSION FOR CHILDREN FROM REFUGEE AND ASYLUM SEEKING FAMILIES**

Additional support may be needed for children and families who are seeking asylum. The majority of these families may speak little or no English and may be in a state of crisis or trauma. While the admission and induction of these families should follow normal admission procedures, additional support and strategies may be necessary.

At Primrose Hill Primary School we will:

- Where possible, provide an interpreter during admission where possible
- Recognise the need for sensitivity when requesting documentation or evidence of date of birth. We recognize that some cultures calculate age using a different system and it is important to consider this when allocating children to a year group
- Recognise the need for sensitivity and support for the child and their family, and an understanding of emotional and cultural needs

- Endeavour to translate information about the education system and school information into community languages where possible.
- Introduce new parents/carers to others who are more established at the School and to other parents /carers who speak the same language, where possible.

### **SECTION 5: CHILDREN WHO LEAVE SCHOOL MID-TERM**

It can be easy to ignore the needs of children transferring school mid-term, as well as the needs of receiving schools, and existing peer groups. Successful transfer is a two way process and all too often, lack of communication and preparation can hamper the process. We endeavour to make the process as successful and positive as possible.

The following information should be passed on:

- Information about the child requested by the receiving school, which is honest and open about the child's needs.
- Written records, Assessment and Target setting information
- SEN records where appropriate
- Child Protection Records where relevant. Parents should be informed that information about their child will be given to the new school and that this is common practice. Children transferring school will undoubtedly be apprehensive and feel insecure about the imminent changes in environment, not knowing friends and teachers, and being unsure of routines and procedures in their new school. We can help allay these fears in a number of ways.

The children should be asked by class teachers about any concerns they may have and these need to be discussed. When possible, the child should be told that schools have been/will be in contact with each other. Where appropriate the child should be asked what they would like the new school to be told about them and what has been told about them. Obviously positive things need to be communicated to the child but it might be reassuring for them to be told that the new school knows they are finding reading difficult, or playtimes hard etc.

PSHE sessions can be used to explore the child's feelings with their friends and cement a sense of belonging at their present school, enabling the child to transfer having left on a positive note with good experiences and memories. The child could be invited to take one or two pieces of work they are proud of to show to their new teacher and class. Class dynamics will alter when children leave, as they will when children join. Groups may be affected or it may be only one or two particular friends. Support should be given to them.

### **Monitoring, Evaluation and Review**

The Head Teacher is responsible for annually monitoring the effectiveness of this policy in collaboration with the Senior Leadership Team and the Administrative staff. The Head Teacher will report to the Governing Board on the effectiveness of the policy.

Robin Warren

February 2018

### **DISSEMINATION OF THE POLICY**

The policy will be given to all members of staff and copies will be available for parents.

### **PROCEDURES FOR MONITORING AND EVALUATION**

The head teacher, members of the senior management team and members of the curriculum leadership team, will monitor the policy.