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# Admissions Arrangements

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Date : Autumn 2, 2018-2018  
Review Date: Autumn 2 2019-2020

Chair of Governors Initials

## **1. Introduction**

The Opossum Federation is committed to providing a positive admissions and induction programme for all pupils new to the school.

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

The policy complies with the Schools Admissions Code December 2014 and the statutory School Admission Appeals Code February 2012, which is issued under Section 84 of the School Standards and Framework Act 1998.

The majority of children join the school community at the beginning of statutory education, however a number of pupils join the school at other points. Some may have moved into the area or may be in temporary accommodation. Some pupils may have previously attended other schools resulting in disruption to their education. A number of families have recently arrived from another country or have refugee or asylum seeker status having fled from conflict or persecution.

Newly arrived families are welcomed so that the children settle into school as quickly as possible and become confident learners.

As inclusive schools, the Opossum Federation welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner according to the criteria set by the Local Authority.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set by the local authority in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. Pupils who hold an Education, Health and Care Plan are admitted according to statutory requirements.

## **2. Aims**

- To provide a warm welcome to children and families joining the school
- To ensure that pupils, their parents and the school are clear about their role and responsibilities in the induction process
- To enable children to be quickly integrated so they can learn effectively
- To provide children and families with necessary information about our school
- To record relevant information about a child's background and educational experience
- To develop strategies to encourage new pupils to make friends and have positive peer support
- To ensure that children's wider needs are addressed through coordination with other agencies and services
- To acknowledge and celebrate the skills, knowledge and experiences that new pupils bring to the school

### 3. How parents can apply for their child to be admitted to our school

- 3.1** As our schools are community schools, admission arrangements are made in agreement with the local authority. The London Borough of Waltham Forest is therefore the 'Admissions Authority' for our schools. All admissions are administered centrally by this authority. The regulations for entry to each school, where the Admissions Authority is the local authority, are published each year. Parents can receive a copy of these regulations online at:

<https://www.walthamforest.gov.uk/content/applying-primary-school-place>

Email: [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

- 3.2** The local authority publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents/carers have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. **The best way of applying is online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)** or by downloading the form from the Waltham Forest website (see above) and should be completed by the date stipulated on the forms. The local authority notifies parents about the school place on the National Offer Day.
- 3.3** Children may enter non statutory nursery education once they have reached 3 years and 1 month of age. **NB: Applications for the nursery may be made at any time directly to the school office.**
- 3.4** Children enter school in the year in which they become five. There is a single point of entry to Reception classes at the beginning of the academic year. To defer school registration, parents/carers must follow the procedures outlined in the local authority admissions prospectus. Children who attend the school nursery are **not** automatically admitted to the attached school; parents may be supported in completion of the online application.
- 3.5** Mid phase admissions are managed by the local authority. Applications must be submitted to Waltham Forest Admissions who will then advise the school of the placement.

### 4. Admission appeals

- 4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to exceed capacity.
- 4.2** If parents/carers wish to appeal against a decision to refuse entry, they can do so by applying to the local authority. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at the school and who wish to appeal against this decision. The appeal panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to the school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals; the latest revision came into force 1 February 2012.)<sup>1</sup>

## 5. The standard number

The standard number is the number of children the school can accommodate in each year group. The standard number for our schools is as follows

	Dawlish Primary School	Newport School	Oakhill Primary School	Thorpe Hall Primary School
Non Statutory Nursery Provision	104		40	80
Years 1-6	30	120	30 60 in Year 6	Years R, 1, 5 =60 Years 2,3,4,6 =90

## Class size

Class sizes have a maximum number of 30 children

## 6. Pupil Data

**6.1** The Pupil Data officer records all relevant information from pupils' admission forms onto SIMS on the day of admission to school.

**6.2** The Pupil Data officer creates a pupil file for each new admission which includes proof of identification, admission form, contact information, Home/School Agreement.

## 7. Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.