

## **Admissions Policy 2019-2021**

### **To be read in conjunction with**

- Absenteeism and Children Missing Education Policy
- Attendance Policy
- Behaviour Management Policy
- Equal Opportunities Policy
- SEND Policy
- Equality Act 2010

### **Admission Statement**

The school does not discriminate on the grounds of;

- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Special educational need or disability

Children are admitted to the Reception class in the September following their fourth birthday or at any time after their fourth birthday if there is a vacancy and if parents agree. Pupils enter Primary Class 1 in the September following their fifth birthday. The school will discuss entry requirements during the admissions interview. Pupils can be admitted at any time during the academic year if there is a vacancy in the appropriate age group.

Class sizes are low to facilitate the learning and development needs of every pupil. The maximum class size is 20 for Year 0 (Reception) to Year 4 in mixed aged classes. The maximum class size for Years 5 and above is 24 in mixed aged classes. All teaching groups are mixed age and mixed ability.

The school is selective. All pupils will be interviewed as part of the application process and may be required to attend a taster day designed to ascertain if the school is the right choice for the child. If children are transferring from Little Barn Owls nursery group and we are familiar with the family a taster day may not be necessary. The interview will help the school to assess pupils' readiness for learning, reading and communication skills and attitudes to school. Prospective parents are encouraged to discuss any application with the headteacher/proprietor who will be happy to provide appropriate guidance. Prospective parents are also encouraged to declare any special needs or

learning difficulties and provide any medical reports if available. This ensures that reasonable adjustments are discussed if required. At least one parent will be required to attend a meeting with the headteacher/proprietor to ascertain that both the school and the parents' educational values are aligned. This ensures that our families agree with the philosophy of our school before making a decision about registering their child to be considered for a place.

Parents wishing to make an application to the school should contact the school office via email or telephone to request a prospectus. Applications for the next academic year should be received by the end of January. On acceptance, a deposit of £500 is required to reserve the place. If parents wish to withdraw their child from school, a full terms notice is required and must be received on the first day of the term before the child will be withdrawn. If age groups are over-subscribed the school will maintain a waiting list and prospective pupils can be admitted to school if a place becomes available in the desired age group.

Families will be invited to apply for a place on a first come-first served basis. Siblings will be given priority for places as will children from the Little Barn Owls Nursery Group or their siblings. Siblings are considered to be older brother or sister, adopted brother or sister, half brother or sister, step brother or sister, the child of a partner or carer where the child is living in the same family unit at the same address as the sibling.

On admission to the school parents are expected to be honest about their child's behavioural or Special Educational Needs. If the School finds that the child has behaviour or Special Educational Needs that exceed those that reported by parents and agreed on with the School as being as a level that the School is resourced to meet, the School reserves the right to re-consider if the resources available at the School can meet the needs of the pupil long term. If such decision is made parents will be consulted and a targeted plan within a given time frame will be set by the School to consider if a long term placement for the pupil is indeed possible. If at the end of the given time frame, likely to be minimum of 1 month, the School reserves the right to terminate the pupils place on the provision that the School does not have the adequate resources to support the pupil. If this decision is made it is to avoid a breakdown in relationship with the family involved and to act in the best interests of the pupil long term.

## **Guidance for School Staff**

The school will record all admissions and attendance information on its electronic system, iSAMS.

## **Admissions Register**

For each pupil the admissions register must contain;

- Name in full
- Sex, this should be the birth sex unless the pupil has obtained a gender recognition certificate (not available under the age of 18)
- Name and address of every person known to the proprietor to be a parent of the pupil, an indication of who the pupil normally lives with and which parents hold parental responsibility (parents holding parental responsibility have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise). Where a parent notifies the school that a pupil will live at another address, in

addition or instead of their home address, the full name of the parent they will live with and the date from which this will occur

- At least one emergency contact telephone number for the parent the child normally lives with
- Two additional emergency contact numbers
- The day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the last school attended, if any
- Day, month and year of leaving the school
- The name of any destination school notified by a parent and the first day of attendance.

### **Additional Information (Please see Absenteeism and Children Missing Education Policy)**

- The school will enter children's details on the admissions register on the first day that it has been agreed that the child will attend the school, the school will keep an accurate and up-to-date admissions register noting any changes of address or contact details
- if a child does not attend the school on the agreed date and no reason is given for the absence the school will attempt to contact the parents by phone, contact the child's previous school, look at local data bases or carry out a home visit
- if it is not possible to contact the parents the school will contact the LA when all enquiries as to the child's whereabouts are complete and within two working days
- if a child is absent from school and no reason for absence has been given the school will ring parents between 8.45 -9:30 am so that the reason for absence can be established and to confirm that the child is at home
- if a child registered at the school does not attend for 10 days and no reasonable explanation is given for the absence the school will contact the LA using the WSCC Non-Attendance Referral form and will work with external agencies to establish the whereabouts of the child and his/her family. For concerns about non-attendance by a child registered at the school, the relevant team is The Pupil Entitlement Investigation Office, contactable on **0330 222 8200** or by email to [pei.areac@westsussex.gov.uk](mailto:pei.areac@westsussex.gov.uk)
- the school will not remove the child from the admissions register until they have confirmation that the child is registered at another school or his/her whereabouts have been established, this decision will be made jointly with the LA
- if a child registered at the school has been removed by his/her parents, has been certified by a doctor to be unable to attend school in the foreseeable future, has been excluded, has died, is registered at more than one school or is being home educated the school will inform the LA at the earliest possible opportunity and before removing the child from the admissions register
- when a parent notifies the school that a child is leaving the school at other than the usual transition points the school will notify the LA
- the school will provide the LA with information relating to pupils leaving the school during standard transition times if requested
- the school will monitor the attendance of all pupils through the daily attendance register and parents will be asked to ensure that their children attend school regularly
- pupils with poor attendance will be provided with 1:1 support and the school will try to ensure that there are no issues within school which are a barrier to attendance
- any pupil who receives a fixed term exclusion will be provided with work to do at home, after the sixth school day of exclusion the school will provide the child with full time education

- the school will inform the LA within five days of a child being admitted to the school at other than standard transition points, they will provide all the information included in the admissions register. The school follows the local authority's On-Roll Procedure (overseen by the Admissions Section within WSCC). The school notifies the LA of all starters using the online Starters Form, which can be found at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/notification-of-adding-to-the-school-register/?formcheck=checked>
- enter children's details on the admissions register on the first day that it has been agreed that the child will attend the school, the school will keep an accurate and up-to-date admissions register noting any changes of address or contact details
- The requirement to register a pupil under his/her birth sex does not prevent the school from treating the pupil as being the gender with which the child identifies
- The pupil's name must appear on the register from the first day that the school has agreed that the pupil will attend the school, for most the first day of the school year.

## Attendance Registers

- Must show if a pupil is absent or present
- Must show if a pupil is attending an approved educational activity outside school
- Must show if a child is unable to attend through exceptional circumstances (closure of the school site or part of it)
- Must show if the pupil is taking authorised absence (granted leave of absence by the proprietor, unable to attend because of sickness or unavoidable cause, religious observance by the religious body to which the parent belongs)
- Must show if the pupil is taking unauthorised absence, if no reason is established the absence will first be marked N, this can be corrected within two weeks when a reason is known, N cannot be in the register for longer than 2 weeks. The code for unauthorised absence must always be used if the school has refused to authorise an absence.

## Additional Information

- The attendance register must be completed at the start of each morning session and once during afternoon sessions
- The school will use the standard DfE absence codes, the codes must be standardised throughout the school
- Registers must be kept in blue or black ink and any amendments must show the original and amended entries, the reason for the amendment and the name of the person making the amendment
- When the admissions and attendance registers is kept by means of a computer a back- up copy must be made electronically or as a printed copy not less than once a month. The back-ups/additional copies of the registers must be retained for three years after the end of each school year as must registers handwritten in ink.

- Pupils' attendance will be tracked on a weekly, half termly and termly basis. Percentage attendance figures will be collated for each class and for the whole school on a termly and annual basis
- The school will do all it can to encourage regular attendance and expects overall attendance to be at least 98%, unless there is a medical issue or pre-agreed flexi school arrangements are in place.
- Parents will be encouraged to ring or email the school on the first day of any absence.

## Attendance Codes

- Present in school ( am - /) (pm- \)
- Late- (L)
- Off- site activity- (B)
- Dual registered- (D)
- At interview with prospective employer or other educational establishment (J)
- At a supervised sporting activity (P)
- On an educational visit or trip (V)
- Work experience (W)
- Leave of absence (C)
- Excluded (E)
- Holiday authorised by the school (H)
- Illness (I)
- Dentist or medical appointment (M)
- Religious observance (R)
- Study leave (S)
- Traveller Absence (T)
- Family Holiday – Not Agreed (G)
- Reason for absence not yet provided (N)
- Unauthorised Absence (O)
- Arrived in school after registration closed (absent) (U)
- COVID-19 (X)
- Unable to attend in exceptional circumstances (Y)
- Pupil Not Yet On Roll (Z)
- School Closed to Pupils (#)

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<b>Document Review</b>			
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<b>1.0</b>	Initial Release	H Peacock	January 2020
<b>1.1</b>	Minor formatting changes. Enhanced document control.	D Hearn	19/06/2020
<b>1.2</b>	Updated codes and maximum class sizes.	D Hearn	30/03/2021
<b>1.3</b>	Parents declaration about their child's behavioural or SEN, reference Equality Act 2010, stipulating reasonable adjustments	Danni Hayes	29/04/2021