

Admissions Policy

Policy for

Admissions

2016-17

Hayfield Primary School

Admissions Policy

OUR SCHOOL VISION

Our pupils will be happy, healthy and caring, with a positive attitude to learning and life. The school community will be respectful, resourceful and open-minded in all that it does. Children will be helped to develop the confidence, knowledge and skills to reach their potential and make a positive contribution to society.

OUR MISSION STATEMENT

We want every child to:

- **be happy and secure**, and to know how to keep themselves healthy and safe.
- **have good self-esteem**, to develop a strong sense of self-worth, with the resilience and confidence to achieve success, develop own interests, strengths and talents, and fulfil potential.
- **love learning**, and experience a rich, vibrant, engaging curriculum, and become life-long, enthusiastic learners who ask questions to develop their thinking and a growth mindset.
- **make excellent progress** across the curriculum, especially in English, Mathematics and Science, achieving the highest standards of competence of which they are capable.
- **be a good citizen**, to develop a strong sense of community, citizenship and social awareness, with integrity and a good code of morals and ethics by which to lead their lives and set an example to others.
- **form positive relationships** and to know how to be a good friend: be caring; share and take turns; have trust, tolerance and respect; be a good listener and empathise with others.

Our school curriculum, which will include the National Curriculum, will be driven by an emphasis on:

The community

Working together with parents, friends, local schools and businesses to provide enriched and relevant learning experiences for all.

The environment

Having a good understanding of sustainability and environmental issues affecting our world; and showing care, respect and responsibility for the environment, both at local and global level.

Enterprise Education

Being creative, working well with others, developing leadership, using initiative, being positive, taking risks, solving problems, developing a 'can do' attitude and making links with the world of work.

Sports and the Arts

Having opportunities to experience a wide range of sports, music, art and drama, and to recognise and develop individual talents and interests.

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General Introduction

At Hayfield Primary School, we provide a warm, welcoming and happy environment where children are made to feel secure and enjoy their learning, and where good behaviour is positively taught and expected of all. We provide every child – whatever their individual characteristics, needs or interests – with the opportunity to achieve their potential and develop a strong love of learning. We expect all staff and all children to show kindness, tolerance and respect for each other and their environment. We aim to develop children's independence and resilience, and we expect them to work hard, develop healthy lifestyles and make good progress throughout their time in our school.

Standards of achievement are good at Hayfield and children make expected and better than expected progress by the time they leave at the end of Year 6. Hayfield prepares children exceptionally well for secondary school and for success in life. Our school was judged during our last Ofsted Inspection to be 'good' in all areas.

Hayfield Primary School is a community school with 186 children currently on roll, aged 4 – 11. The school operates a single point system of admission into Reception class in accordance with current LA policy. The actual date of admission is normally in the September following the child's 4th birthday. The published admission number is 30.

As a community school, and thereby funded by Derbyshire County Council, the admissions policy is determined and administered by the county council.

Intake Admissions

In accordance with current DfE legislation, the published admission number is 30 pupils in Reception and each KS1 class.

In all community and controlled schools individual pupils who have an Education & Healthcare Plan (EHCP) which names the school will be admitted. After this, Governors will use the following criteria to determine which children should be given a place in the school. Priority will go to:

1. Looked after children and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. Other children whose parents have requested a place

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When in the case of 2, 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school will be given preference. Details of existing catchment areas can be found as a link on the school detail pages in the school names and addresses section of 'Admissions' on the DCC website: www.derbyshire.gov.uk. Alternatively, parents can enter their postcode into an interactive tool (via the 'Find your nearest school' section) to find out the normal area school for a particular address.

The parents of prospective pupils are encouraged to view the school and will be welcomed at all school events and PTA functions. School visits can be arranged through the Headteacher, who will be pleased to give information about the school and discuss any queries or matters of interest with parents. Please see more information about this on our school website: www.hayfieldprimaryschool.org.uk.

In the Summer Term prior to the child's entry into the Reception Class, the children are invited into school on at least three occasions to meet the staff and their new classmates and to get to know the building, school procedures and routines. Children are also invited in at the beginning of September on an INSET day to spend the morning with the class teacher and teaching assistant, and have lunch together. This provides a gentle easing in before the whole school starts for the new academic year. We also hold a meeting in June for parents and carers to provide detailed information about the school, to enable everyone to meet together, and to provide an opportunity for staff to answer any questions or queries that parents may have.

Reception Class Application Procedures and Dates

Applications for a school place will be via the LA Coordinated Admissions Scheme, a copy of which can be accessed on the DCC website.

Parents are invited to express preferences for schools within the LA area either online (the preferred method), by phone or on a common application form which the LA can provide. For the Sept 2017 intake the completed forms must be returned to the LA by midnight on Friday 15th January 2017.

The school then applies the admissions criteria to the list as provided by the LA of prospective pupils. DCC notifies parents by post on the 'offer day', 13th April 2017, of a single offer of a primary school place.

We will follow the LA Coordinated Admissions Scheme for matters such as waiting lists, late applications appeal dates and in-year applications.

In-Year Admissions

In-year admissions relate to applications by parents to move their child to another school other than at the normal point of entry, e.g. following a change of address. Parents can approach the school directly and, where there is a place available, the school may offer it to the parent, and then notify the authority that they have verbally offered a place. This is a change from the old *Schools Admissions Code* where, rather than the school offering the place, the LA coordinated the whole admission.

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Local authorities are still, however, required to provide information for parents on request about availability of places in local schools, and provide a form for them to complete the application. The LA must also inform parents of their right to appeal against the refusal of a place.

In the event of multiple applications being received, the admission criteria as detailed previously will be used by the LA to determine which children should be given a place.

The Published Admission number for Key Stage 2 class size is 30 pupils.

Current general arrangements for the management of admissions, published admission numbers, admissions criteria and related information for parents are contained in 'How to apply for a place at Primary School - A guide for parents'.

CONTACT THE ADMISSIONS TEAM AT DERBYSHIRE COUNTY COUNCIL

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This policy will be made available to parents on request and will be accessible through our website. This policy has been reviewed and approved by the governing body:

Review date	Signed by Chair of Governors	Signed by Headteacher