

Paulton Junior School
Policy Statement for Admissions

Rationale:

- 1.1** In England children must attend school from the age of 5 years and stay until they are 18 years old. This is the law in this country. All children who have the right to live in the UK are entitled to a place in our schools. These children are:
- ◆ Those with parents holding a full British Citizen Passport
 - ◆ Children from European Economic Area (EEA) Countries
 - ◆ Students from any country on a Student Exchange (one year)
 - ◆ Children of teachers on a Teacher Exchange Scheme
 - ◆ Children of parents living and working in the UK
 - ◆ Children who have refugee status.
- 1.2** Children who do not have the automatic right to live in the UK or attend school here are British Dependent Territories Citizens, British Overseas Citizens and non EEA nationals. The LA will however, consider individual cases on application. Queries should be directed to Bath & N.E. Somerset Admissions and Transport Unit, P.O. Box 25, Riverside, Keynsham, BRISTOL, BS31 1DN. Telephone 01225 395208.
- 1.3** The School year begins in September and the LA has a statutory duty to ensure that pupils residing within its area are attending school.
- 1.4** Paulton Junior School covers Key Stage 2 Education for the age range 7-11 and has a standard pupil admission level (PAL) of 90 pupils per year group. The majority of children transfer to the school directly from Paulton Infants School. However, the law does not allow for automatic transfers, even to paired Junior Schools and all parents must express a preference. The appropriate forms are sent out to parents during their child's last year at the Infants School. A preference is limited only by the number of places available at the school. If the Standard Number of pupils has been reached in any year group any further admissions will normally be by appeal to an Appeals Panel.
- 1.5** If the school should be oversubscribed the following criteria would be applied in the order given.
- i) **First Priority** – where there are siblings already in attendance at the school who will be in attendance on the admission date.
 - ii) **Second Priority** – where there are medical, psychological or special educational reasons where particular placement is recommended as essential by the LA's professional advisers and is accepted by the LA as an essential placement.
 - iii) **Third Priority** – after application of the first and second criteria, any remaining places will be allocated to those children living closest to the school and/or furthest from an alternative school. The distance between the home and school is measured in a direct line. It is the child's normal permanent home address where he/she lives with her parents or legal guardians that is used to decide where the child lives. *Temporary addresses cannot be used to obtain a place ~ if parents/guardians plan to move, documentary evidence will be required such as proof of completion or a tenancy agreement.*

- 1.6** Parents of children wishing to transfer from other schools are asked to contact the school in order to arrange an appointment to discuss admission either at the beginning of or during the school year.

CRITERIA:

- 2.1** Any child that meets the criteria in **1.1** and **1.4** above is eligible for admission to Paulton Junior School irrespective of race, gender or religion and prejudice or discrimination of any type will not be permitted. Racial equality and respect for Religious beliefs (including special clothing or diet for religious reasons) will be of prime importance.
- 2.2** Any child that meets the criteria in **1.1** and **1.4** above is eligible for admission to Paulton Junior School, irrespective of physical disability or Special Educational Needs whether to do with learning, physical or emotional difficulties, subject to identification and assessment by the LA Educational Psychology and Education Welfare Departments with regard to the current Code of Practice for inclusion.

ADMISSION FORM:

- 3.1** Parents/guardians of children wishing to transfer from schools other than Paulton Infants School will be asked to complete an Admissions Form in all cases. The Headteacher will confirm whether a place is available or not, as soon as possible after parents have indicated their wish to transfer and all relevant criteria have been taken into account. This confirmation may be made by telephone call or by letter as appropriate.
- 3.2** The Headteacher will contact the child's previous school as a matter of courtesy to discuss the intended transfer and to request the statutory forwarding of all pupil records, both paper (Education {Pupil Information} {England} Regulations 2000) and information held electronically under the Data Protection Act (1998), including copies of pupil reports.

PREFERENCE FORM for Yr 2 PUPILS:

- 4.1** Parents/Guardians should complete and return Preference Forms to their child's Infant School by the advised closing date.
- 4.2** Infant Schools will collate and forward forms as appropriate to Paulton Junior School.
- 4.3** If undersubscribed Paulton Junior School will advise parents/guardians by letter during the Spring that a place is available for their child/ren. If oversubscribed the LA will be advised and the forms forwarded to Bath & N.E. Somerset Admissions and Transport Unit, who will then handle the Admissions process.

HOME-SCHOOL AGREEMENT:

- 5.1** A Home-School Agreement form making clear our expectations of the children within our School Community and our mutual responsibilities towards achieving them will be issued to Parents'/Guardians of children transferring to Paulton Junior School. Through a strong home/school partnership with us, we encourage parents to enter into their child's education in order to help them achieve their full potential.

HOME/SCHOOL TRANSPORT:

- 6.1** The LA will provide free transport between home and school if Paulton Junior School is the nearest appropriate school as named by the LA and if the distance between Paulton Junior School and home when measured by the nearest available walking route, is 3 miles or more. This will need to be negotiated with Admissions and Transport Unit direct.
- 6.2** In exceptional medical circumstances home to school transport may be provided on medical grounds, to enable a pupil to attend Paulton Junior School even though they may live within walking distance from the school but the Health Authority will be asked to supply details of the child's medical needs. This will need to be negotiated with Admissions and Transport Unit direct.
- 6.3** In exceptional circumstances home to school transport may be provided for a pupil who lives within the statutory walking distance from Paulton Junior School after taking into consideration the age of the pupil and the nature of the route or alternative routes he/she could reasonably be expected to take. This would tend to apply where the child, accompanied as necessary, would be faced with negotiating narrow, winding country lanes with no pedestrian provision that could be construed as being an exceptionally hazardous route. This will need to be negotiated with Admissions and Transport Unit direct.
- 6.4** In exceptional circumstances if a pupil is not entitled to transport under the above mentioned criteria they may be able to take up a spare seat on the mini-bus, if one is available, on payment of a termly charge determined by the LA but this will need to be negotiated with Admissions and Transport Unit direct.

INDUCTION ARRANGEMENTS:

- 7.1** Children transferring to the Junior School are invited in on several occasions during the Summer Term to meet the teachers and to familiarise themselves with their classrooms and the school building in general.
- 7.2** Year 3 teachers will visit the Infants' School to liaise with Year 2 teachers to ensure a happy and confident start to Key Stage 2 for every child.
- 7.3** Year 2 parents are invited to a meeting during the Summer Term to introduce staff who will be working with their children and to be informed of expectations and the school/parent partnership.
- 7.4** There will be *Pupil Passport* to be completed by each child, aimed at maintaining academic standards and continuity. The aim of this is to reduce the perceived 'slippage' that KS1 to KS2 transfer is sometimes seen to create.

7.5 Children transferring to Paulton Junior School at other times during the academic year will receive an information sheet and will be introduced to a *Buddy*– a member of their prospective class who has been designated to take care of them and help familiarise them with school and class procedures.

Written:	January 2018
Agreed by Staff:	January 2018
Agreed by Governors:	January 2018
Reviewed Date:	January 2020
Reviewed Date:	January 2022
Next Review Date:	January 2024