



De Beauvoir Primary School Admissions Policy 2017 -2018





Contents

Introduction	3
NURSERY ADMISSION ARRANGEMENTS.....	4
RECEPTION CLASS ADMISSIONS ARRANGEMENTS	5
IN-YEAR ADMISSIONS	7
Making an In-Year Application.....	7
IN-YEAR APPLICATIONS FROM OVERSEAS	7
School Procedure for Mid-Year admissions.....	8



Introduction

This document sets out our procedures for admissions. It is of interest to parents wishing to apply for a place for their child.

Visits and tours of the school for parents / carers of potential pupils are welcome and encouraged. If you would like to visit the school to arrange a tour with the headteacher, please contact the school office. We run regular tours, but are also happy to make arrangements outside scheduled times.

We have separate procedures for:

- Nursery Places;
- Reception Places;
- In-Year admissions.



NURSERY ADMISSION ARRANGEMENTS

Three and four year old children can go to nursery classes attached to primary schools in Hackney. The age that your child can start depends on the number of places available.

At De Beauvoir Primary School, we process our nursery admissions. Application forms are available from the main office. You will need to provide proof of your address with your application form. Once your application form has been received, we will contact you before your child is due to start to let you know if they have a place. If your child is offered a place, we will need to see their birth certificate to confirm their date of birth.

If more children apply for a nursery place at De Beauvoir Primary School than there are places available, we will allocate places according to how many are available.

Priority will be given in the following order:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Children with an educational, medical or social need for a nursery place.
3. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.
4. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address).
5. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.

If there is a tie-breaker decision for priorities 1, 2, 3 and 4, we will use distance as measured in priority 5 above.



RECEPTION CLASS ADMISSIONS ARRANGEMENTS

If your child was born between 1 September 2013 and 31 August 2014, they are due to start primary school in September 2018. Hackney Learning Trust are responsible for the admissions arrangements for all community and voluntary controlled schools in the borough, including De Beauvoir Primary School. Applications for a place at De Beauvoir Primary School for September 2018 are made through the Pan London E-Admissions system (www.eadmissions.org.uk). We have a supply of booklets and can guide you through this process.

Applications for September 2017

The following is taken from the Hackney Learning Trust guide ‘*Hackney’s Primary Schools: 2018 Admission Guide for Parents*’, which can be found at:

<https://www.learningtrust.co.uk/admissions/Documents/Primary%20Admissions%20Guide%202018.pdf>

IMPORTANT DATES

Friday 1 September 2017	Online applications open
Monday 15 January 2018	Closing date for applications
Friday 9 February 2018	Last date to explain why your application was late, request changes to your application submitted on time or provide evidence of a change of address. See pages 12 & 13 for further information.
Monday 16 April 2018	National offer day. See page 15 for further information.
Monday 30 April 2018	Last date to respond to your offer. See page 15 for further information.
September 2018	Children start school

Please contact the Hackney Learning Trust Admissions Team for further information, by emailing: reception.class@learningtrust.co.uk or phoning: 020 8820 7245 / 020 88207401

The team is available to the public at Hackney Learning Trust, 2nd floor reception desk between 10am to 2pm, Monday to Thursday, closed on Fridays.

E-Admissions Support Desk: 0208 255 5555 / support@eadmissions.org.uk

At De Beauvoir Primary we follow Hackney Learning Trust’s Admissions criteria, which is shown below. Some places are given to children with Education Health Care Plans / Statements of SEN. The remaining places are offered in this order of priority:

1. Looked after children₁ and children who were previously looked after₂ but immediately after being looked after became subject to an adoption, a child arrangements order or special guardianship order.
2. Children who are subject to a Child Protection Plan.
3. Children whose acute medical or social need justifies the allocation of a place at the particular school.
4. Children with a brother or sister on roll at the school in reception to year 6 at the time of the proposed admission up to a distance of 0.750 miles as measured in priority 6 below, if the family has moved since the last sibling was offered a place.



5. Children of teachers in either or both of the following circumstances subject to there being no more than one teacher's child in each class:
- where the teacher has been employed at the school for two years at the time of the application for (admission) and/or
 - the teacher has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children living nearest to the main entrance of the school. These distances will be measured in a straight line using an in-house computerised batch measuring system. Please note that the measurement point to determine the schools' main entrance may not be the gate of entrance currently used by children and staff.⁵

Hackney Learning Trust will need to get confirmation and/or see evidence of proof from the parent or from Children Social Care for priorities 1 and 2 above. For tie-breaker decision for priorities 1, 2 and 4, we'll use distance, as measured in priority 6 above.

Deferring Your Child's Entry into Reception Class

If you get an offer of a reception class place but then decide you want to delay your child's start, you will need to discuss this first with the nursery that your child attends. This is important so that you can find out if you can keep your child's place, as the nursery will be planning to allocate all of their available nursery places for the following school year.

If you decide to go ahead and delay your child's start in the reception class until the spring or summer term 2018, you must also let us know, so that we are aware and have sufficient notice, otherwise you could lose the reception place.

If you wish to delay your child's start into the reception class from 2018 until 2019, you must request and complete a paper application form by Sunday 15 January 2018. Additional information needs to be provided such as evidence of the child's circumstances. This should include information about the child's social and emotional development that can demonstrate why education outside the age group is necessary. Such requests will only be agreed if the evidence sufficiently demonstrates and supports the case for deferment. Each Admission Authority for the school will decide whether or not the individual child's circumstances make this appropriate. If agreed, you will be informed in writing to reapply in September 2018, and asked to provide the letter of agreement from the Admission Authority for each school. You will also need to be aware that there can be no guarantee of a place being available at your preference school/s, as this is dependent on factors associated with the application process. In the meantime your application will be included in the 2018 cohort using the process as outlined in this section. If your request is refused by all Admission Authorities for your preferred schools, you will receive an outcome in the same way as other parents on 16 April 2018, unless you tell us you intend to make alternative arrangements for your child's education.



IN-YEAR ADMISSIONS

In-year admissions are applications made for school places not covered by the reception class intake and Year Six transfer to secondary school in September each year. If you would like to apply for a place at De Beauvoir Primary School you must complete an in-year application form.

Making an In-Year Application

In-year application forms are available from Hackney Learning Trust. Contact details can be found below.

Follow the guidance for completing the form. If your child is currently on roll or just recently left a primary or secondary school in the UK, **you must get the Part 2 form completed by the school before submitting your application form and** return to the Admissions Team;

Send a copy of your child's passport or birth certificate and proof of your UK resident address, council Tax bill and Utility bill with your application. Applications should be sent to: School Admissions Team, 1 Reading Lane, E8 1GQ.

You can get the form from:

- Tel: 020 8820 7707 / 020 8820 7798 / 020 8820 7397
- Email: inyear@learningtrust.co.uk
- Visit: 2nd floor reception desk, Monday to Thursday 10 am - 2pm, closed on Fridays

If you are moving to Hackney as a new arrival to the UK, you cannot apply until you are resident in the borough. You must attend the Hackney Learning Trust office with the child/children to complete the application form and provide identification as well as proof of address. For those families returning to the UK, having previously lived in Hackney, you can apply up to six weeks before arrival.

Please note that if you are applying for a school transfer, it may take up to 20 school days to process your application.

IN-YEAR APPLICATIONS FROM OVERSEAS

Normally, parents wishing to make an in year application for their child cannot do so until their child is a resident in the United Kingdom. However, local authorities will accept applications from parents with a right of abode if they can provide evidence that they are planning a return/arrival to the United Kingdom. Hackney Learning Trust will accept an application up to 6 weeks before their anticipated arrival date. Satisfactory evidence will need to be provided. Places not taken up by the agreed date will not be held open. Please contact Hackney Learning Trust for details.



School Procedure for Mid-Year admissions

De Beauvoir Primary School is committed to providing an effective admissions and induction programme for all pupils new to the school. We recognise that children may join the school for a variety of reasons. Some pupils may have moved into the area or may have experienced difficulties such as being in temporary accommodation, having attended several schools already, having a disrupted education, having recently arrived from another country or being a refugee or asylum seeker who has fled from conflict or persecution. New arrival families need to be welcomed so that the children settle into school as quickly as possible and become confident learners.

Aims

- To provide a warm welcome for newly arrived pupils and families;
- To ensure a clarity of duty between the parent/carer and the school;
- To enable pupils to be quickly integrated so they can be taught effectively;
- To provide pupils and families with necessary information about our school;
- To provide teachers with relevant information about a pupil's background and educational experience;
- To develop strategies to encourage new pupils to make friends and have positive peer support;
- To ensure that pupils' wider needs are addressed through coordination with other agencies and services;
- To acknowledge and celebrate the skills and knowledge that new pupils bring to the school;
- To ensure that an appropriate handover procedure is in place at the end of the day.

This whole school procedure for mid-term admissions identifies key roles for different members of the school staff, although we recognise that all staff and pupils in the school have a role in welcoming new arrivals. An admissions checklist has been compiled for all staff involved in the admissions procedure.

Before the Pupil Starts at De Beauvoir Primary School:

The School Office will:

- Welcome families who visit the school to enquire about school places;
- Assist families with filling in the relevant forms;
- Liaise with the Inclusion Leader regarding interview if appropriate;
- Assist the families with Free School Meals application;
- Give families tour of the school with introduction to the headteacher and other members of the senior leadership team (if available);
- Complete admissions form, noting phonetic spelling of pupil's name for correct pronunciation;
- Make admissions package with all necessary forms, book bag etc. for each new admission;
- Inform class teacher re: new arrival date. Allow at least 2 days before the start date, wherever possible, for preparation time and check that the start date does not clash with PPA time or outings;
- Contact previous school for information, including in depth information where necessary (i.e. concerns raised during pre-interview);
- Liaise with Senior Leadership Team to ensure the pupil is placed in the most appropriate class, e.g. where the home language is spoken, where pupils will be most supportive;



SENCO / Assistant head for inclusion will:

- Check families have been given information about uniform and school day times in their welcome booklet.
- Introduce the pupil to their new class and introduce buddies;
- Liaise with class teacher and other relevant staff where pupil has special needs;
- Arrange for phased start /special meeting with parents/carers and relevant outside agencies before admission, where the need arises;
- Hand admissions forms to school office;
- Fill in pupil, My School Booklet with class name, start date, P.E times etc. with class teacher.

After the Pupil Starts at De Beauvoir Primary School:

The School Office will:

- Enter data on SIMS;
- Inform the class teacher of all relevant information;
- Inform the headteacher to write start date for new pupil on staff briefing notes;
- Copy admissions form for class teacher and Inclusion leader;
- Inform the kitchen about any allergies;
- Fill in pupil medication chart in office , where appropriate;
- Contact previous school for records;
- Place note in teacher's register stating arrival of new pupil's records;
- Meet individual new arrivals and/or welcome buddies to review the first 2 weeks.

Class teacher will:

- Read admissions form;
- Label exercise books;
- Disseminate relevant information to teaching assistants;
- Allocate seat at most suitable table with supportive peers;
- Label tray and coat peg;
- Ensure Buddy system in place and maintain until no longer necessary;
- Ensure correct spelling and pronunciation of pupil's name is shared with class;
- Involve class in ideas to welcome the new pupil e.g. make welcome card, learn hello in home language, bring in artefacts, books, maps etc;
- Have books, pictures etc (where possible, depicting positive aspects of pupil's culture);
- Acknowledge pupils' previous learning, achievements, language, experiences and cultural backgrounds;
- Liaise with SENCO as necessary.

SENCo / Inclusion Leader will:

Ensure EAL pupils are assessed within 6 weeks of their arrival, allowing time for them to settle in before assessing their speaking, listening, reading, writing and maths. Wherever possible they will be assessed in their first language. This information will then be passed on to the class teacher.



Policy written Reviewed	September 2015 October 2015 September 2016 September 2017
Adopted by Governing Body	
Review date	July 2018