

# Carlton Primary School

## Admissions Policy



*If you believe, you CAN achieve*

<b>Adopted/ last reviewed by Governing Body on:</b>	Date / Term / Year 07 / 2017
<b>Next revision</b>	Annual / Bi-annual / Tri-annual / Termly
<b>To be reviewed on:</b>	Date / Term / Year

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Signed: \_\_\_\_\_

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## **Admissions Policy**

Carlton Primary School is beginning its journey as a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child. We believe that all children should grow up aware of these rights and respects these rights for themselves and for others. Being a Rights Respecting School will underpin policies throughout the school, and they will be reviewed and adapted throughout the 2017-18 academic year to demonstrate this.

### **Admission Policy and Procedures at Carlton School**

Carlton is an Equal Opportunities School ensuring that all children work in a rich learning environment and receive high quality teaching. We actively promote inclusion and make every effort to provide quality support to enable them to reach their full potential. We strongly believe that all children develop their confidence and become active learners when both the school and parents share the responsibilities and work in partnership for the best interest of the children. Carlton is a community school and strictly adheres to the local authority policies and procedures.

#### **1. Formation of the School Intake**

Carlton is a large inner city primary school with a nursery offering 52 full time places to children in the term after their third birthday.

The main school provides education for all primary aged children between 5 to 11 years of age from the Reception to Year 6 classes. Each year group offers up to 60 places.

#### **2. Admission Procedures**

##### **i. Nursery**

From September 2017 the entitlement for every 3 and 4 year old has changed. Every 3 and 4 year old is entitled to 15 hours of universal nursery education. In some cases, families may be entitled to a further 15 hours additional nursery education. There are 2 options, each with set criteria set out below.

<p style="text-align: center;"><b>Option 1:</b> <b>Department for Education</b> <b>Additional 15 hours funded</b></p>	<p style="text-align: center;"><b>Option 2:</b> <b>Camden Enhanced Offer</b></p>
<p>Parents will need to provide proof of their eligibility. To facilitate this, HM Revenue &amp; Customs have launched a new eligibility checker website: <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a></p> <p>An additional 15 hours funded by the Government:</p> <ul style="list-style-type: none"> <li>• <i>both parents, or the sole parent in a one parent family, must be working</i></li> <li>• <i>each parent must have a weekly minimum income equivalent to 16 hours at the national minimum wage or living wage. This is equivalent to £120 per week (£6k per year) or £112.80 per week or £5,800 per year for parents between 21 – 24 years old.</i></li> <li>• <i>neither parent must have income of more than £100,000 per year.</i></li> </ul>	<p>The criteria for the New Enhanced Camden scheme is set out below</p> <ul style="list-style-type: none"> <li>• <i>Children who have been eligible for a two year old place whether you took it up or not</i></li> <li>• <i>Looked after children</i></li> <li>• <i>Children with a statement of special educational needs or an Educational Health Care Plan (EHP)</i></li> <li>• <i>Families in receipt of Disability Living Allowance</i></li> <li>• <i>Children for whom there is a special guardianship arrangement</i></li> </ul>

Parents and Carers are invited to apply for a place by filling in the school's application form and returning it to the office. All parents/carers are encouraged to check on line whether they are eligible for the DFE additional 15 hours funded place. If they are eligible they will be issued an 11 digit code which they should bring back to the school along with the parents' date of birth and national insurance number.

The Family Support Worker oversees the nursery admissions and there is a clear procedure for home visits and settling-in periods. **See appendix (B) for the current procedures.**

Carlton will continue to offer 52 full time places.

The timings for the nursery are:

Monday to Thursday 8.45 -3.25pm

Friday 8.45- 12.05

## **ii. Reception admissions**

All admissions to reception during the first part of the autumn term is overseen by the Local Authority (LA). Parents can apply for a place by filling in a Camden School Admissions Application form, listing their schools in order of preference, and returning it to the Crowndale Centre.

Camden Application forms can be requested from and returned to:

**Camden School Admissions Team, Crowndale Centre, 218 Eversholt Street, London, NW1 1BD.**

**Tel: 0207-9741625**

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

**Alternatively applications can be made at: [www.camden.gov.uk/admissions](http://www.camden.gov.uk/admissions)**

The LA allocates children according to their preference of school (if possible) and informs the school. The Family Support Worker will contact the parents and invite them to the next available tour or open morning in the school. (The Head Teacher and or family Support Worker shows parent/carers around the school) Following the tour parents/carers can take away the school application form and complete it. The Family Support Worker will also contact the families to arrange a home visit.

## **iii Reception – Year 6 (second half of Autumn term onwards)**

All admissions are handled by the school. Parents/carers who wish to enrol their child at the school are invited to join the next available tour. Following the tour parents/carers can take away the school application form, fill it in and return it. An appointment will then be made to meet the Head Teacher one-to-one.

In the case of over subscriptions to any year group the following criteria will apply:

- a) Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence or special guardianship order.
- b) Children with a sibling\* (brother or sister) at the same school who will still be on roll when they join.

\* Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place

is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.

c) Children whom the Council accepts have an exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the particular school being applied for. Contact the admissions team for further guidance.

d) Other children, with priority given to those living closest to the school measured 'as the crow flies' measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

**Notes:**

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Criterion d) will be used as a 'tie-breaker' should any of the first three criteria be oversubscribed.
3. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.
4. The Council reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
5. Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births the school will be asked to go over their published admission numbers to support the family. These children will be 'excepted pupils' under the Key Stage 1 class size legislation.
6. Multiple births: Key Stage 2 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births we will ask the community schools to go over their published admission number in order to support the family.

7. In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

8. Some schools give priority to children with significant social or medical needs. If you state a preference for a particular school because of medical or social needs, you must explain how this school meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why that school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues, then you will be expected to accept a place at your nearest community school. Each application under this criterion will be considered by the social medical advisory panel, which includes a consultant paediatrician.

Community school admissions criteria taken from 'Starting School in Camden 2014' document

<http://www.camden.gov.uk/ccm/navigation/education/camden-schools/primary-schools/primary-admissions/>

### **3. Meeting with the Head Teacher**

This is a very important meeting. It gives the school and parent(s) the opportunity to have a more personalised discussion.

Below are some of the important issues, which will be discussed at the initial meeting.

- 1) History of child's education including any additional support and health needs
- 2) Expectations of the school with regard to behaviour
- 3) The school curriculum including homework
- 4) Support available both in and outside school hours
- 5) School's positive behaviour policy and code of conduct
- 6) School policy on clothing and jewellery
- 7) School policy on snacks/healthy eating
- 8) Signing of the Home School Contract & E safety agreement

9) Parental involvement/the role of the CCLC

10) Any other issues raised by the parents

The children also encouraged to ask any questions

#### **4. Children with Additional or Special Needs**

The Head Teacher will arrange a further meeting with the parents and the SENDCO or DSL officer to discuss the nature of the needs (emotional/behavioural, learning, social, and physical/mental) and how best the school can provide support, in partnership with parents, to address these needs.

#### **5. Settling New Pupils In**

*Children for whom English is not their first language*

Every step is taken to ensure that all our bilingual parents and children understand the school admissions policy and feel confident and comfortable to ask questions. We use our in-house resources, if required, to support our bilingual parents i.e. staff/parents to translate for parents at pre-entry meeting/s.

##### ***New Arrivals***

Every effort is made to ensure that children are welcomed into the school and that the transition is as smooth as possible.

On the first day when children start, a member of the admin team will escort the children with their parents to the new classes. Parents will have opportunity to briefly meet the class teacher. They are also welcome to make arrangements to meet with the class teachers outside of school hours if they wish.

All new children have a tour of the school by their school council representative/class buddy and children for whom English is not their first language meet with the Deputy Head with their first 2 weeks.

##### ***Contacting the Previous Schools that Children have Attended***

The school contacts each child's previous school to ensure that files are sent as soon as possible. If the file contains any additional information, then the school may contact the

parent for a follow-up meeting. It is the responsibility of the class teacher to read the files.  
(Schools have a legal obligation of transferring files/information within 14 days).



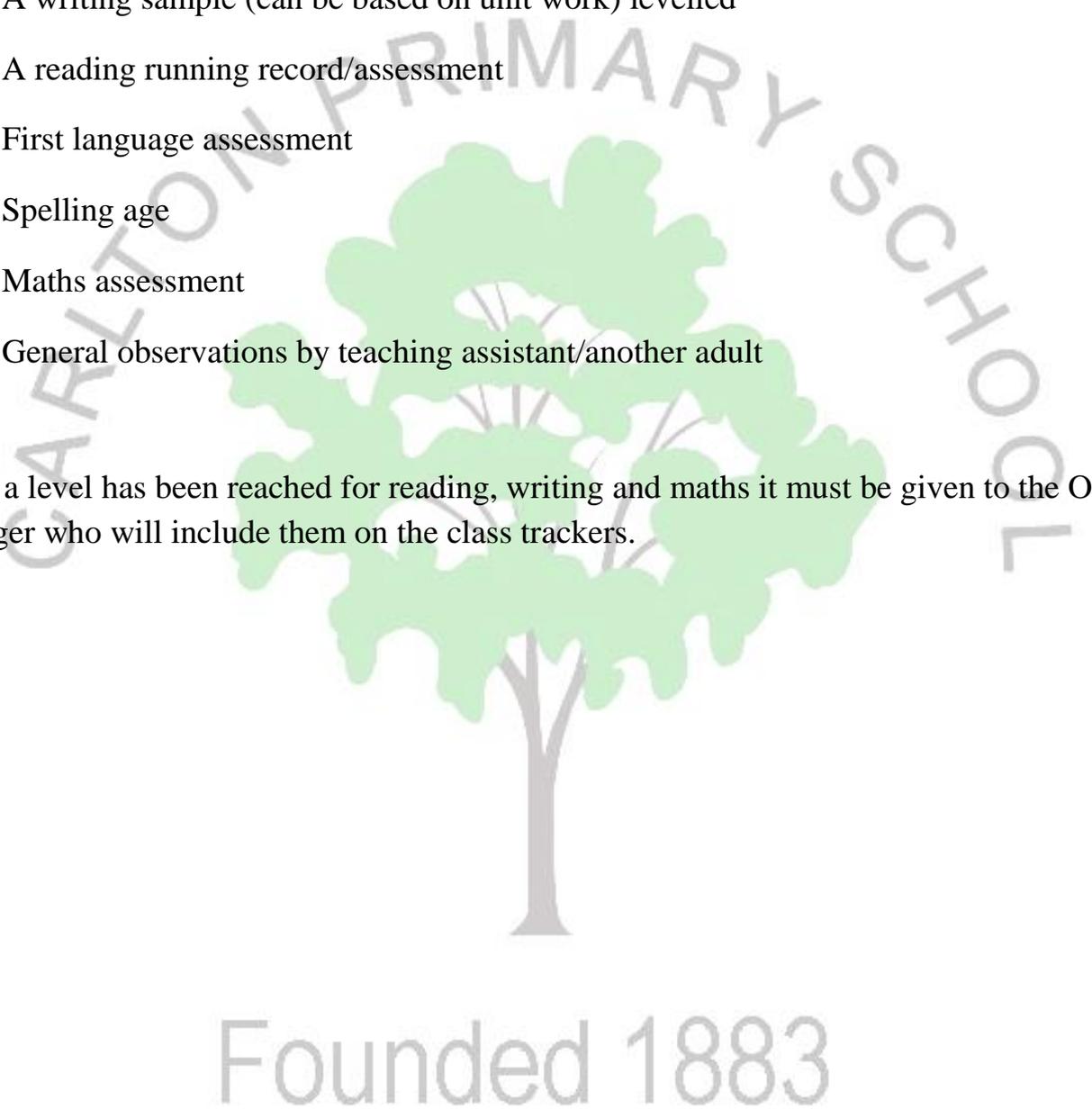
## **6. Assessing New Children from Nursery – Year 6**

### *Responsibility of the class teachers*

1. All children must be placed on the school tracking system within 3 weeks (baseline assessment). It is the responsibility of the class teacher to carry out assessments as soon as possible. These assessments will include, (where applicable),

- A writing sample (can be based on unit work) levelled
- A reading running record/assessment
- First language assessment
- Spelling age
- Maths assessment
- General observations by teaching assistant/another adult

When a level has been reached for reading, writing and maths it must be given to the Office Manager who will include them on the class trackers.



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# How to apply for 30 hours free childcare in Camden

## Government Extended Entitlement and Camden's Enhanced Offer

Are the parent (s) working and earning the equivalent of £120 per week and no more than £100,000 each per year?

Yes

Parent applies to HMRC for 30 hour eligibility code

Parent gives eligibility code, child's DOB and parents national insurance number to the provider

Provider validates code (this is currently done by e-mailing the above details to [freeearlyeducation@camden.gov.uk](mailto:freeearlyeducation@camden.gov.uk))

Free Entitlement Team will check the code and confirm validation with provider and inform them of start date, end date and grace period end date

Once the code is validated and confirmed the provider can then offer a 30 hour free childcare place

No

Could they be eligible for Government 30 hours under another criteria? Please refer to page 5 of Operational Guidance

No

Parent completes Camden Enhanced Offer application form and sends to [freeearlyeducation@camden.gov.uk](mailto:freeearlyeducation@camden.gov.uk)

Free Entitlement Team assess the application and notify parents of outcome

If successful parents takes a copy of the outcome letter to their chosen provider

Provider offers parents 30 hours under Camden Enhanced Offer

**Please note:**

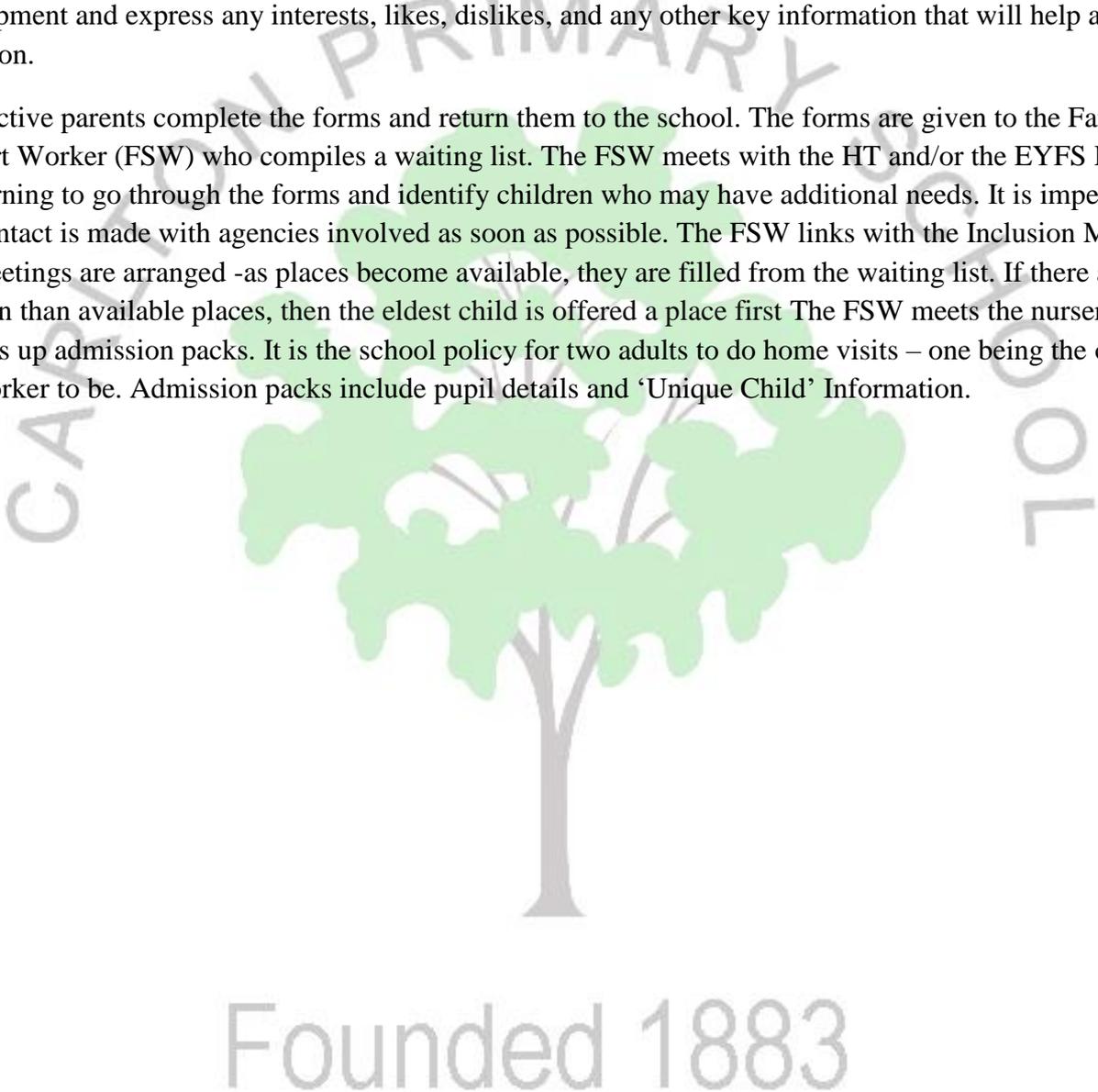
- ◆ Working parents must apply for the HMRC Government 30 hours before being considered for the Camden Enhanced Offer
- ◆ Providers should note that the Government 30 hours funding rate is higher than the rate for the Camden Offer.
- ◆ The Camden Offer is only available to Camden residents

## **Appendix B: Arrival in the Nursery and Transition Procedures**

### **Transition from home to Nursery**

Developing an open and trusting partnership with parents is the most important aspect of ensuring that very young children have a successful transition from home to the Nursery. Parents are a child's first educators and we firmly believe that the parent's knowledge and understanding of their child's development must be acknowledged, valued, and built upon. All children entering the nursery for the first time have a home visit prior to their start date. These visits give a child a chance to meet their key worker and another member of the school staff in their home. It provides an opportunity for parents to ask questions, discuss their child's development and express any interests, likes, dislikes, and any other key information that will help a smooth transition.

Prospective parents complete the forms and return them to the school. The forms are given to the Family Support Worker (FSW) who compiles a waiting list. The FSW meets with the HT and/or the EYFS Leader of Learning to go through the forms and identify children who may have additional needs. It is imperative that contact is made with agencies involved as soon as possible. The FSW links with the Inclusion Manager and meetings are arranged -as places become available, they are filled from the waiting list. If there are more children than available places, then the eldest child is offered a place first The FSW meets the nursery staff and sets up admission packs. It is the school policy for two adults to do home visits – one being the child's key worker to be. Admission packs include pupil details and 'Unique Child' Information.



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