

## ADMISSIONS POLICY

<b>Date of Ratification: 19.01.2016</b>	<b>Signed:</b>  <b>Mrs Gilly Kempton (HEAD TEACHER)</b>  <b>Mr Kevin Moore (CHAIR OF GOVERNORS)</b>
<b>Review date: January 2017</b>	<b>Signed:</b>  <b>Mrs Gilly Kempton (HEAD TEACHER)</b>  <b>Mr Kevin Moore (CHAIR OF GOVERNORS)</b>

### **Charlton Mackrell Church of England Primary School Ethos statement:**

The school aims to serve its community by providing an education of the highest possible quality within the context of Christian belief and practice. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocese level. It therefore encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

### **Charlton Mackrell Church of England Primary School vision:**

- Our goal is to develop the physical, emotional, mental and spiritual well-being of each child in surroundings where Christian values prevail.
- We are committed to raising standards of teaching and learning.
- We aim to develop a strong sense of family, trust and friendship, whilst encouraging respect and responsibility for self, others and the environment.
- We strive to provide interesting and exciting opportunities which inspire all to achieve their full potential.
- Our intent is to stimulate a fun-loving, imaginative, adventurous attitude, with the ability to gain wisdom from failures and to celebrate successes.

### **Safeguarding Statement:**

At Charlton Mackrell Church of England Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Charlton Mackrell C of E Primary School. We recognise our responsibility to safeguard all whom access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The Admissions Policy for Charlton Mackrell Church of England Primary School is based on the CLP (Huish Community Learning Partnership) admission arrangements.

Parents are invited to register their children with the school. There is an open enrolment policy within Somerset and admission criteria are based on the LEA Admission Arrangements and are summarised as follows (in order of priority):

1. Children whose home address is in the area served by the school.
2. Children who have brothers or sisters attending the school.
3. Children whose parents choose the school on denominational grounds.
4. Children who have strong social or medical grounds for admission.
5. Children who have strong family connections with the school.
6. Children whose parents have any other reason for their choice.

If the school does not have enough places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria.

Parents of children who are unsuccessful in gaining a place will be informed in writing on the date laid down by the LEA and will be told of their right to appeal.

Parents who live outside the area normally served by the school are advised to visit their designated area school in the first instance. Parents who are considering sending their child to this school are encouraged to visit and must make an appointment to see the Headteacher.

### **Induction of Reception Infants**

In line with other schools a letter is sent out, prior to children starting in the September, asking parents to say if they wish to take up the place previously booked. All parents of children attending the Charlton Preschool are sent one of these letters, whether or not they have previously registered their children.

At the beginning of the Summer Term, places in the Reception group are formally confirmed and parents are invited to a coffee and information morning. They are given a booklet "Information for Parents of New Infant Children", the Headteacher outlines the Reception programme and shows parents some of the resources used. There is ample opportunity for parents to ask questions.

Parents and their children are encouraged to visit the Infants Class whenever possible. New children will be invited to visit the Infants classroom in groups from Preschool in the second half of the Summer Term, to share stories and activity sessions to familiarise them with the classroom setting. Those children who do not attend Preschool are also invited to attend these sessions. Parents may stay if they wish. These sessions are arranged on a year-to-year basis and vary according to the number of children.

New Reception children beginning in September may attend each morning from Monday to Thursday for the first fortnight, and then build up to full time attendance as they are ready and happy to stay. These arrangements are fully discussed with the parents, and family circumstances are taken into account where necessary. Most children are attending full time by the October half term.

Parents of reception children are invited to attend parent's evenings to discuss their child's progress in January and July, and to make an appointment to see the Headteacher whenever they wish during the year.