



## **ADMISSIONS POLICY**

To be read in conjunction with all other policies and the Broadway Equalities and Community Cohesion Scheme

### **Basic Principles**

This policy reflects the requirements of The School Standards and Framework Act 1998: Sections 84-91 and 99-103, and Schedules 23 and 24.

### **Purpose**

To inform parents/carers about the guidelines the school follows which are additional to the admission procedures as detailed in the South Gloucestershire Department Policy and Guidance in relation to Admission to Schools.

To alert parents/carers to the appeals process.

### **Guidelines**

- 1) South Gloucestershire Local Authority is the admissions authority for the school and deals with all admissions and appeals. The school adheres to their policy and guidelines on admissions.
- 2) The number of children admitted to Broadway Infant School is in accordance with the standard number which is 60 for each year group.
- 3) Parents/carers are able to express a preference for this school and to give a reason for that choice. Parents/carers must apply directly to South Gloucestershire Local Authority for all admissions.
- 4) Parents/carers have the right to appeal against a decision by South Gloucestershire Local Authority not to allocate a place for their child at this school if it is oversubscribed. Parents/carers should contact the South Gloucestershire Council Offices via their website <http://www.southglos.gov.uk>, telephone: 01454 868008 or by post at PO Box 298, Civic Centre, High Street, Kingswood, Bristol, BS15 0DQ, for further details.
- 5) Attendance at Broadway Infant School guarantees the right to transfer to the Ridge Junior School at Key Stage 2. It does not guarantee the right to transfer to any other Key Stage 2 school.
- 6) Parents/carers seeking a place for their children will be given a school prospectus and any additional documents the Headteacher feels will inform them about the school procedures or requirements. They will also be given directions to the school's website for supplementary information.
- 7) Children may be admitted into school at any time and in any year group in accordance with the standard number.
- 8) The school does not operate a waiting list for entry.

### **Induction into the Foundation Stage**

The early registration of children to Broadway Infant School does not give priority of admission. If parents/carers choose to leave the name of their child with the school office staff it does enable the school to contact them and ensure they are invited to the Prospective Parents/Carers Open Day which is held each year prior to the final date for admissions as decided by South Gloucestershire Local Authority. We encourages any prospective parents/carers who contact the school to come to visit the school and meet the Headteacher.

Senior staff and governors will consider any known changes in legislation or local requirements before applying this policy.



When Foundation Stage parents/carers have received their offer of a place at Broadway Infant School from the South Gloucestershire Local Authority the school arranges pre-school induction meetings, information booklets etc. aimed at supporting parents/carers through the induction process whenever possible.

During the first weeks of Term 1 we prefer Foundation Stage children to attend school on a part time basis which follows out planned transition procedures so that children have a smooth induction into school.

### **Mid-year or new induction into Key Stage 1**

We recognise that joining a new school can be a daunting prospect for any child. If a pupil joins the school at any time mid-year or during Key Stage 1 every effort is made to ensure they integrate successfully into the existing class structures. They are allocated a pupil partner/ friend so that they can be supported by a friendly peer as they learn new school routines, rules and expectations. All staff will be informed of their arrival so that everyone can help to monitor and support their transition into our school and make their induction period as welcoming as possible.

This policy will be reviewed annually.

**Signed: Michelle Clark**

**Date: 28<sup>th</sup> November 2016**

**Chair of Governors**

Senior staff and governors will consider any known changes in legislation or local requirements before applying this policy.