

# Leasowe Primary School Admissions Policy 2023-24



Review Date...July 2024

Leasowe Primary School is a one form entry Primary School, situated within the Leasowe Estate on the Wirral Peninsula. We have a PAN of 30, which means that we are able to accept up to 30 children in each of our classes. A majority of our children are based within our catchment area, although we are able to accept children who do not live in such close proximity, should places remain available.

At Leasowe Primary School, you are assured of a warm welcome. We seek to transition children and their families smoothly and in a clear and supportive manner. If a child transitions from another setting, we will liaise appropriately with them to share information that will support all stakeholders within the process. Children will have opportunity to visit their new classrooms and to meet new friends so that the first day is not so daunting.

We are proud of the relationships that we have with the parents and carers of our children; indeed with the entire community, and work hard to develop and improve these relationships over time. Although our overarching commitment is to the children in our care, we believe that positive reciprocal relationships between home and school are crucial if a child is to have a happy, trusting and successful learning journey.

When a child arrives at Leasowe Primary School, staff will assess each individual, using valuable information from home and from other settings if applicable. In this way, a bespoke transition will support the child in settling in a new environment, feeling safe and ready to progress in learning. During this time, it is important that all stakeholders become aware of the School expectations and of our School values being: Love Learning, Pride in all we do and Safety and Respect for all.

We offer a warm welcome to our school, which is a place that we are extremely proud of and offer a supportive and interactive hand throughout the transition process.

## **ADMISSIONS**

### **ADMISSION TO OUR F1 CLASS**

Parents should apply for a place in our Foundation Stage 1 class directly to the Headteacher, Mrs Hill. If there are fewer applications than places available, then all the children will be offered places. If there are more applications than places available, the decision as to which children should be offered places will be taken by the Governing Body in accordance with the following guidelines:

- The school has one Nursery/Foundation 1 class.
- Two groups of children will attend part-time, either the morning or the afternoon session.
- Staffing ratios will ensure children are with at least one adult for every 13 children.
- Places will be considered following the child's third birthday.
- All applications from parents who live within our zone area will be considered.
- Consideration will then be given to applications from parents where there is a sibling-connection as long as the sibling[s] is still registered at school on the

commencement date of that child's entry into our Early Years, whether or not that child resides in or out of our zone.

- If there are sufficient places for the remaining children, all the children may be offered places.
- If there are more applications than places available, they should be offered to those children who live nearest to the school; the distance from home to school should be measured by the shortest available walking route.
- Foundation 1 places can be part-time (15hrs) or full time (30hrs). Children would normally not attend more than one session per day unless they are attending full-time and as such are entitled to funding or have chosen to pay for the additional sessions.
- Responsibility for determining admission if the school or provision is oversubscribed rests with the Governors, subject to the Authority's guidelines. The Governors have delegated this responsibility to the Headteacher and the Governors Committee.
- Children will not be refused admission on grounds of insecure toilet training.

Parents will be informed that there are separate arrangements for admission to the schools' Reception year. Admission to an Early Years class within a school does not give any degree of priority to a place in a Reception/Foundation 2 class. Parents will be informed of the admission procedures for F2 and of the time expectation for this.

#### **ADMISSION TO FOUNDATION STAGE 2 (RECEPTION)**

Earliest Dates of Admission: Children do not have to start school until their fifth birthday. However, Wirral children who will be five in the period between 1st September and 31st August are admitted at the beginning of the Autumn Term on a full-time basis.

- Parents should register their child for Foundation Stage 2 in the year prior to their admission, following the admission procedures of the LA.
- Parents will be invited to attend a meeting in the Summer Term when the induction process will be explained and the class teacher introduced to them.
- An explanation of domestic issues and school transition procedures will be covered at this meeting, along with other relevant documentation.
- The importance of the parental role will be stressed and the valuable support they give to school.
- Children will visit school for an afternoon in July and spend time with their new teacher and other members of their class.
- As most parents are seen on a day to day basis, there should be a continual dialogue between teachers and parents if any individual needs are apparent.

## **OTHER ADMISSIONS**

When placing children who have moved into our catchment area, consideration will be given the number of pupils in each class. Where appropriate, pupil records will be requested from the previous school by the office staff at the earliest opportunity.

Parents and pupils will be encouraged to make a visit to the school prior to admission.

## **OUT-OF-ZONE APPLICATIONS**

Enquiries from families requesting a placement for their child and who live outside the school's catchment zone will be required to complete an out-of-zone application. The school's recommendation will give strong consideration to the total number of pupils already in the age group, class sizes and whether the admission limit has been reached. Where there is a need to prioritise applications, the policy of the Local Authority will be adhered to.

## **IN YEAR TRANSFER REQUESTS**

Any families who approach Leasowe Primary School to seek advice about transferring from another school will, in the first instance be directed back to their current setting to see if a resolution to any concerns can be reached. Staff from Leasowe Primary will also contact schools to discuss the request before a visit to our school is arranged.

When we are satisfied that protocol has been followed, visits to the school and a meeting with Mrs Hill will be arranged and parents and children will be supported through the transition process.