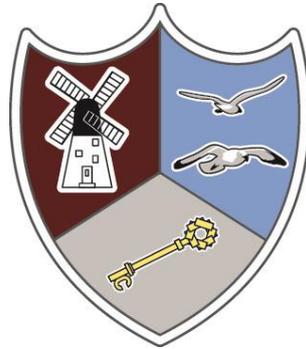




Proud to be a **Bright Futures** EDUCATIONAL TRUST school

Marston Primary Academy and Nursery



Working Together To Be The Best We Can Be

Admissions & Arrangements Policy

Approved by the Governing Body November 2016

MARTON PRIMARY ACADEMY AND NURSERY

ADMISSION AND ARRANGEMENTS POLICY

‘Working together to be the best we can be

BRIGHT FUTURES EDUCATIONAL TRUST

Our vision is to create a world class education within our academies to enable every child to realise their full potential and, in particular, their full academic potential.

RATIONALE

At our academy every child truly matters. The happiness and well-being of each child is of paramount importance to us. We endeavour to provide the best possible foundations on which to build future learning and ensure each child has the best start in life. We value parents as true partners in learning and encourage them to take an active role in their child’s learning journey.

Choosing a school is one of the most important decisions a parent will make. We believe that the best way to determine which school is best for your child is to find out as much about the school as you can. We are proud of our academy and encourage all prospective parents to visit us, to see our academy in action and to meet our Principal, Mrs Coupe.

The purpose of this policy is to ensure compliance with the School Admission Code issued under Section 84 of the Schools Standards and Framework Act 1998 and that effective systems for admission and induction are in place to support children and families joining our academy.

INTRODUCTION

Applications for places at Marton Primary Academy and Nursery will be made in accordance with Blackpool Council’s Primary School Admission Procedures, details of which are on Blackpool’s admissions website: www.blackpool.gov.uk.

The Principal and the Governing Body of the Academy set the number of places available in in each group for each academic year.

2016-17 Admission Number:

Nursery: 26 (52 part time places)

For all other year groups the admission number is 60.

Where fewer applications are received in any one year group, the Academy will offer places to all those who have applied, unless the application is defined as an exception (see below).

If in any year, the Academy receives more applications for places than there are, the Academy will operate a waiting list via school admissions.

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ADMISSION INTO MARTON NURSERY

Starting Age

Children can start Marton Nursery in the term of their third birthday.

Waiting List

Parents who are interested in their child starting at Marton Nursery are encouraged to fill in an Application Form as soon as possible. Details of each child are entered onto our waiting list, together with the date of application. Parents are contacted as soon as a place becomes available, in the term after the child's third birthday.

SERF Places

Marton Primary Academy is a designated Special Educational Resource Facility (SERF) for children with physical disabilities. The SERF offers fully integrated places for children aged 3 – 11 including Assessment Places (part-time) within our Nursery. **If there are SERF places available in school**, children with physical difficulties will take PRIORITY in Nursery. After this, places for the following term will be allocated from the waiting list.

Priority for Allocating Places

Our Nursery admission number is 26. This means that we can accommodate a maximum of 26 full time places (or 52 part time places). In the event of Nursery being oversubscribed, places are allocated using the following criteria:

- SEN Children. Assisted places for PD SERF. **This ONLY applies while there are SERF places available in Nursery and school.** These places are known as Assessment Places, to enable the Foundation Stage Leader and SENCO, along with all the professionals involved, to assess the child's needs.
- Children who have had their name on the Waiting List the longest (from the date that their Nursery Application Form was submitted).
- Children with siblings in school or in Nursery.
- Four year olds.
- Three year olds – in the term of their third birthday.

Admission to Nursery

Parents are contacted in the term prior to their child turning three to see if a place is still required. Children are then invited, together with their parents/carers, to visit Nursery for one or two Play Sessions. At these sessions the Foundation Stage Leader will discuss with parents / carers the child's needs and the Nursery sessions and the start date preferred. A Nursery Welcome Pack is given which includes an Admission Form that must be completed and returned with a copy of the child's birth certificate.

Please note that although every effort will be made to accommodate parental requests, the final decision on when a child is admitted, the number of sessions a child is able to attend and the pattern of his / her attendance rests with the Principal.

Starting Nursery

Children are admitted into Nursery individually or in small groups. This enables staff to spend time with new children, introducing Nursery routines and ensuring that they are settled. Parents/carers are encouraged to stay for as long as they like, until they feel their child is settled.

ADMISSION INTO MARTON RECEPTION

Starting Age

Children join the Reception class in the September of the school year in which they become five years old.

Making an Application

To apply for a place at Marton Primary Academy and Nursery, you must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to.

If you are a Blackpool Resident:

You are strongly encouraged to make an application online at: www.blackpool.gov.uk/schooladmissions before the closing date of **SUNDAY 15TH JANUARY 2017**. The council offers free computer access at its libraries. Local library staff may be able to help you to set up a free e-mail account.

Alternatively, parents can request a paper application form by ringing the School Admission Team on telephone 01253 476637 or by writing to:

School Admissions Team,
Children's Services Department,
PO Box 4, Blackpool, FY1 1NA
Email: schoolaccess@blackpool.gov.uk

If you live outside the Blackpool area:

Please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581134 or by writing to:

The Area Education Office (North), PO Box 606,
White Cross Education Centre, Quarry
Road, Lancaster LA1 3SQ.

Lancashire County Council also operates an on-line admissions system for residents in the Lancashire areas at: www.lancashire.gov.uk.

Priority for Allocating Places

Our school admission number is 60. This means we can accommodate a maximum of 60 children in each year group.

In the event of the school being over-subscribed, places are allocated using the following criteria:

Priority 1: Looked after children who are registered as being in the care of the Local Authority and are expected to still be in care at the time of their admission to the Academy.

Priority 2: Medical conditions where children or their parents have a serious medical condition that makes attendance at the school appropriate.

Priority 3: Serious social or welfare reasons that makes attendance at the school appropriate.

Priority 4: Brother and sisters of children already attending school at the time of application and who will still be attending full time education.

Priority 5: Children for whom school is nearest to their home.

If siblings from multiple births (twins, triplets etc) apply for a place and the Academy would reach its Published Admission Number after admitting one or more, but before admitting all, the Academy would offer a place to each sibling.

Please note that parents will be asked to provide the necessary supporting evidence with the application and priority will not be given if such evidence is not produced.

Admission into Reception

On Sunday, 16th April 2017 you will receive notification by Blackpool Admissions of the place offered.

Parents wishing to take up the offer of a place at Marton Primary Academy and Nursery must then return their acceptance to the Local Authority as soon as possible.

For those families that have been unsuccessful, parents have a right to appeal to Blackpool Council. Further information is available to parents from the School Admissions Team at www.blackpool.gov.uk/schooladmissions, who will send letters and details of what to do next.

Induction Process and Procedures

As the Reception is the start of official school life, we aim to make children's first year at Marton as happy and as memorable as possible. We strongly believe that children should be introduced to school in a sensitive and well balanced manner, allowing them to gradually build confidence to come into school happily, whilst forming good relations with the staff and other children. To enable us to settle your child into school life and routines, we have a comprehensive induction process which begins in the Summer Term prior to the children beginning in the September.

Coffee Evening - In the Summer Term, once admissions are confirmed, parents are invited to a Welcome Coffee Evening. During this evening, parents meet the Principal and staff who will be working with their children. An Induction Pack is given which includes the School

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Admission Form that must be completed and returned with a copy of the child's birth certificate. Information to help children and families settle quickly at Marton is shared and parents have the opportunity to visit the reception area. Home Visits may be booked at this coffee evening.

Visits to School - In the Summer Term, prior to the children starting school, they are invited to join us for induction sessions.

Parents are asked to support these sessions so that children become as familiar as possible with us, our routines, building and staff. The children can then feel confident and secure on starting school on their first day.

Home Visits - These take place early in the Autumn term, before the child starts school. Parents can request a home visit, or staff may recommend one if a child has missed induction sessions or is particularly unsettled or shy. This enables the child to become more confident with the teacher and nursery nurse and also provides opportunities for parents to discuss worries or concerns. A bag of toys, books and activities is taken on each visit, but mainly the child determines the format of the visit. The class teacher and a nursery nurse visit at a time suitable to all concerned.

Starting School – For the first week the children start school on a phased, part-time basis, in small groups to give all children the best possible start at Marton. They attend either morning or afternoon sessions.

Full time attendance commences after this initial induction week.

NON-ROUTINE (IN YEAR) ADMISSIONS

Non-routine (In Year) admissions are children who need to change school who are already of school age. This could be because of a house move or parents wish to change schools for personal reasons.

Non-routine admissions are restricted to the beginning of each half term, except where the family has moved into the school's area from outside the district.

Procedures

Children are only admitted after personal contact has been made.

Parents should contact the school to make an appointment to see the Principal to discuss their child's admission. A visit will be arranged prior to the child being admitted and parents are encouraged to bring their child to this.

Parents of children already registered at a Blackpool School will need to complete a School Transfer Form, available from the Schools' Admission Team, before the application is considered.

An application for a place from families new to the area can only be accepted once the child has a definite local address.

At this initial visit an Induction Pack is given which includes an Admission Form that must be completed and returned with a copy of the child's birth certificate. Information to help

children and families settle quickly at Marton is shared and families are shown around the school.

Children are provided with a Welcome Pack and an All About Me Booklet which, once completed will be shared with their class teacher and new friends.

As soon as the child has been admitted, contact will be made with their previous school and records requested. The pupil information will then be entered into the Academy's Sims system.

First Day

On the day the child is to be admitted, families are asked to arrive at the school office at 8.30 a.m. where they will be met by a member of staff.

Parents are asked to collect their children from the classroom at the end of the school day for the first week so that any worries or concerns can be sorted out to give the child the best possible start.

Once the child has been admitted, parents are encouraged to maintain regular contact with the class teacher to ensure that their child's transition to Marton is a smooth one.

During the first two days, teachers will make important initial assessments to ensure continuity in the child's education.

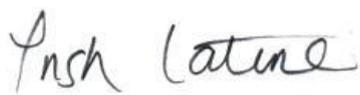
EXCEPTIONS

The Schools Admission Code of practice (2007) sets out the limited and exceptional circumstances in which an application to the Academy will not be accepted.

MONITORING, EVALUATION AND REVIEW

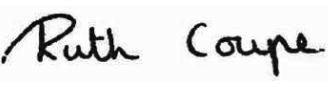
The Admission Policy and Procedures will be monitored, evaluated and reviewed by governors on a two yearly cycle.

The date of the next review is autumn 2017.

Signature: 

Date: 23rd November 2016

Mrs Trish Latimer
Chair of Governors

Signature: 

Date: 23rd November 2016

Mrs Ruth Coupe
Principal

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