



North Kidlington School

ADMISSION AND INDUCTION

A POLICY STATEMENT

We believe that only happy children can thrive at school, and we recognise that the first few days at a new school are crucial to a child's future happiness, whether they are starting school for the first time or transferring from another institution. This policy clarifies our procedures and commitment to an induction process which is both effective and sensitive to the needs of children and his/her family.

North Kidlington School follows the Oxfordshire Education Authority Policy on allocation of places. Our Admission Number is 45 per year group

In its admissions policy, the school does not discriminate, offering equal access for pupils from all social backgrounds, ethnic groups and for those who are disabled. The school recognises that children come to school with a range of experiences and proficiencies. We acknowledge and value the variety of social and cultural backgrounds of pupils, using such differences constructively to raise confidence and self-esteem.

The school publishes a prospectus which is on the website and updated annually.

Children starting school for first-time

Children are required by law to be in full-time education from the beginning of the school term after they reach the age of five. For schools' admission purposes, school terms are deemed to run from 1st September - 31st December, 1st January - 31st March and 1st April - 31st August.

Early Years Foundation Stage

North Kidlington School offer full time placements to children in our Foundation Stage Class from September at the beginning of the academic year in which they will become five. Children in the Foundation Stage Class are deemed to be in their Reception Year and the curriculum is defined by the Foundation Stage of Learning.

During the first week of the Autumn Term children will attend morning and afternoon sessions on an alternating basis. This allows the children, Staff and parents to 'get to know' each other and also reduces the number of people in the unit. (Reducing the risk of children being unsettled due to being in a very busy room for the first few days of school). By the end of the first week ALL children will attend on a full day basis.

Initial Contact

The school encourages prospective parents to visit the school to meet with the Headteacher and have a tour of the school at any time before their child is due to start. Children are invited too. The LA will allocate places in the summer term before the children are due to start in the September. The school invites parents and children to an Induction Afternoon in the summer term before they start in the September.

The Induction Meeting

Children are invited to spend an afternoon in the Foundation Stage Class in the half term before they are due to start. Parents are given a talk and a tour, and there is an opportunity to ask questions and purchase school sweatshirts, cardigans and book bags. The school prospectus and other information is available.

The Foundation Stage also offer a Stay and Play sessions for the children in the Summer Term. For any vulnerable child we can arrange extra visits to ease the transition.

The First Term

Parents of new children are encouraged to maintain regular contact with the teacher during the first few weeks. If there are problems settling in, this contact is particularly important. Most children quickly develop confidence, and settling problems are rare after the first few weeks. Should problems continue, the school will take a flexible attitude in order to help the child through a difficult time.

Children transferring from another institution

Initial Contact

Where possible, parents and children are to be given an early appointment to meet the Headteacher and view the school. The family will be given a school prospectus and there will be an opportunity for questions to be asked and information about the school day, dinners, class organisation, etc. to be given. If the Headteacher is not available, a later appointment will be made and the Administration Officer will give basic information and provide Oxfordshire County Council Admissions forms to be completed by the parent and sent to the Admissions department. Once a start date has been agreed, the class teacher will be informed and information about health, interests, particular abilities or concerns will be passed on.

Exchange of Information

The Administration Officer will contact the child's previous school for curriculum records, levels and reports.

Starting School

A child from the class will be paired with the new arrival for the first day to ensure that procedures for break time, lunches, etc. are fully explained. This child will introduce the new arrival to other children and help him or her to feel 'at home'. The teacher will make initial assessments to facilitate the setting of appropriate work. The school will keep in contact with the parents of the new child, to ensure that the settling in period is as smooth as possible.

Children from other countries - considerations

- There may be a need to explain the English education system to families from other countries.
- If the parents speak little or no English, it may be necessary to try to arrange for someone to interpret. The parents may be able to bring a friend to help with this. Other parents from the same country within the school may also be approached for help.
- The school will be sensitive to the particular needs of refugees.
- Children speaking little or no English will be given tasks which they can manage from the first day.

Reviewed: September 2016

Next Review: September 2018