

LADYCROSS INFANT SCHOOL

Admissions Policy

Aim:

To provide clear and fair guidelines on pupil admissions to the school.

Objectives:

1. To inform parents of the arrangements that govern pupil admission to this school
2. To ensure a smooth and happy introduction to school for all children, meeting the needs of all pupils by developing an individual entry programme through discussion with parents.
3. To set out procedures and timescales by which excluded pupils will be re-admitted to school
4. To comply with all relevant legislation and guidance – including infant class sizes and equal opportunities
5. To comply with the timetables, deadlines and common dates set for the admissions process by the local authority.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admission is a mechanism that ensures that all parents resident in Derbyshire LA and who have expressed a preference for Ladycross Infant School before the closing date, will receive a single offer of a school place from the authority.

Derbyshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations. Governing bodies are responsible for implementing the admission arrangements on behalf of the County Council.

The published admission number (PAN) for Ladycross Infant School is 80. To apply for a place at Ladycross Infant School, parents are asked to contact Derbyshire County Council Primary Admissions and Appeals Team based in Chesterfield on telephone number 08456 058 058, or through the Derbyshire Website, where parents can apply on line.

Applications are made by the completion of the ONLINE APPLICATION FORM.

Admissions criteria to Nursery

Contact school for Registration Form – still to be dealt with by Ladycross.

Children are accepted into nursery from the age of 3 and our intake is in September. Children will be offered a maximum of 5 sessions either mornings or afternoons at the discretion of the staff. The earliest a child may be offered a place is the term after they are 3 years old.

Children are offered a place following set criteria:

1. The written order in which parents and carer's apply for a place once the child is 2 years old.
2. Children living within the school's normal area who have an elder brother or sister at the school at the time of their admission.
3. Other children living in the normal area.
4. Children outside the normal area that have a brother or sister at the school at the time of their admission.
5. Other children living outside the normal catchment area.

*Children with special needs which can best be met by our nursery will be considered for priority application.

Parents are notified when a place becomes for their child. They are invited to come into school to meet the nursery staff and the Headteacher. Their child will be asked to visit the nursery accompanied by their parents on several occasions in order to familiarise them with the nursery and its staff. It is also an opportunity for staff to access the child's learning needs in order to plan for differentiation.

Admission into reception class

Children are admitted into the reception class in September when their birthday falls between 1st September and 31st August.

Children from both our nursery and from outside the school are encouraged to attend introductory sessions with their new teacher in their future classroom. This transition process has proved very successful in the past.

All parents are encouraged to attend general meetings to inform them of services offered by the school and outside agencies.

Parents are also asked to meet with the Headteacher to discuss individual needs of each child.

All children start on a half day basis for the first week. They stay for dinner and then parents take them home at 1 pm.

PLEASE CONTACT US IF YOU NEED ANY HELP WITH APPLICATIONS FOR OUR NURSERY OR THE MAIN SCHOOL.