

## Admissions Policy



Applications to attend St. John's CE VC Primary School are welcomed from all families.

St. John's Admissions Policy complies with the School Admissions Code (2014) and Bristol Education Directorate policies on admission.

Throughout this policy, a reference to "parent" encompasses carers and guardians.

- 1 The Local Authority (Bristol City Council) is responsible for allocating places to both the Early Years Foundation Stage (Reception) year all in-year admissions for St. John's CE VC Primary School.
- 2 The number of children admitted to St John's CE VC Primary School is in accordance with the Published Admission Number (PAN) for the school and with the Equality Act 2010.
- 3 In the application process, parents are able to express a preference for a particular school and to give reasons for that choice. The school will wherever and whenever possible comply with that choice.
- 4 Should St John's CE VC Primary School be oversubscribed Bristol's Appeals Procedure will be implemented.
- 5 Parents have the right to appeal against a decision not to allocate a place for their child at the school of their choice.
- 6 Bristol does not operate a feeder primary school policy for admission to secondary school and therefore attendance at St John's CE VC Primary School will not guarantee a place at a particular secondary school.
- 7 Parents who have chosen this school will be advised of, or have access to, all relevant documentation including policies and information via the website.

### Admission for Early Years Foundation Stage (EYFS)

To ensure that the admission of children into the EYFS classes is a positive experience. The children's best interests are fully considered with teachers and parents working co-operatively, thus enabling the children to have a happy, secure beginning to their school life.

- 8 The early registration of children does not give priority of admission.
- 9 During the months prior to entry, parents are invited to visit the school, to see it in operation and to discuss any aspects of the school with the Headteacher.
- 10 During the summer term prior to their children starting school, an evening meeting is held for parents of new entrants, where admission arrangements and starting dates are fully discussed.
- 11 Children are invited to attend for two sessions (one story session and one play session) in the term prior to entry to spend time with their prospective teacher - dates to be arranged at the parents meeting.
- 12 To enable a smooth transition to school life and to allow attainment-on-entry observations to be made, during the first weeks of term children are admitted on an age basis. Full details of the phased introduction into school are given in the appendix "Induction procedure for EYFS children".
- 13 It is expected that the majority of EYFS children will be in full time education by the end of autumn term one.
- 14 There is a clearly defined procedure for admitting EYFS children (see appendix: Induction Procedure for EYFS Children).

- 15 In accordance with the School Admission Code, parents have the right to request a delay in admission to the following academic year. St. John's will review each request on a case by case basis and will take in to consideration factors such as:
- Any additional needs the child may have
  - Date of birth (e.g. 'summer born' children)
  - Premature birth
  - Exceptional family circumstances

**NB. If a delay is agreed, parents will still need to reapply in the following academic year. The same admissions criteria will apply and there is no guarantee of a place just because a delay has been approved. Additional information on this topic is available from the Local Authority.**

### Applications at Other Times of the Year (In Year Admission)

**An In Year admission means admission for a place to a current year group at St. John's CE VC Primary School outside of the standard Early Years Foundation Stage (EYFS) admission round.**

- 16 Children may be admitted into school at any time and in any year group - in accordance with the published admission number.
- 17 The Local Authority, rather than the school, operates a waiting list for entry.
- 18 The school, in conjunction with the Local Authority, will hold places for a period of up to 30 school days for pupils likely to move into the area.

**St. John's CE VC Primary School**  
**Appendix: Induction Procedure for Early Years Foundation Stage Children**

The main purpose of this policy is to ensure that the admission of children into the EYFS classes is a positive experience. The children's best interests are fully considered with teachers and parents working co-operatively, thus enabling the children to have a happy, secure beginning to their school life.

1. It is our policy, in line with advice given by the Bristol Education Directorate, that all EYFS children should have a gradual introduction to school by starting on a part time basis.
2. In the first week of term one of the school year, parents and children are invited to an individual consultation with their class teacher for an informal discussion about starting school. The children are then admitted part time in small groups on an age basis for 5 half day sessions, then half days with lunch until all groups have been admitted.
3. All children will experience having lunch at school before staying for a full day.
4. During the settling in period the child is carefully monitored and parents are regularly consulted. Some children settle easily into the full day, and are soon assimilated into class life. Others may need longer, but we expect the majority of EYFS children will be in full time education by the end of term one. The judgement as to when a child is admitted full time is a matter for individual discussion and decision.
  - a. NB. No child has to be admitted into full time education before the age of five.
5. The school fully appreciates that this phased introduction into school may cause inconvenience to parents. However, it is our considered and experienced view that it is vital that these procedures are followed for the wellbeing of each child, and in order for the school's entry assessment arrangements to be completed accurately. In extenuating circumstances it may be possible to make adjustments to the staggered entry procedures, at the discretion of the EYFS Leader and Headteacher. Such cases should be presented in writing before the new parents' welcome meeting in June, or as soon as possible if admitted after this date. However, it is hoped that the notice given will enable suitable childcare arrangements to be made.