

Woolmore School

SCHOOL POLICY

Name	Admissions Policy 2018		
Agreed by	Governing Body		
Date agreed	September 2018	Review date	September 2019
Signed & dated			



1. Welcoming families to Woolmore

Woolmore School is a Local Authority maintained school. The admissions policy is set and administered by the London Borough of Tower Hamlets. The London Borough of Tower Hamlets sets timetables for admissions to the Nursery and to the Reception class, for mid-year admissions and for admission to secondary schools in Tower Hamlets. These timetables are available in the school office.

Woolmore School is responsible for welcoming the pupils who are awarded a place at our school under the Local Authority policy. The School is committed to running a simple, streamlined admissions procedure which parents and families find easy to navigate and which ensures that school staff are clear about their roles and responsibilities and teachers are provided with correct information in good time.

2. Responsibilities

To ensure that our procedures are clear, as indicated above, the school has allocated the following responsibilities among our staff.

2a Responsibilities of Office Staff

- To co-ordinate with the London Borough of Tower Hamlets and follow their protocols, cross-checking information against RM Integris
- First point of contact for parents interested in applying to the school and arranging school visits
- To email teachers when information has been received from previous educational settings
- All relevant pupil information to be filed appropriately
- To update RM Integris, Target tracker, 2 Simple, Mathletics Library with new pupil details
- To check all paperwork is correctly completed
- To complete an electronic new arrival form, arrange for this to be signed and given to the receiving class teacher and phase leader – and to the AHT Inclusion if required
- To support parents in completing the admissions paperwork where required
- To send out letters relating to all aspects of admissions
- To save all current checked admissions paperwork into a shared folder on the RM staff drive

2b Responsibilities of AHT EYFS

- To prepare parent letters and hand them to the office for checking
- To support parents in completing the admissions paperwork
- To update the Early Years Parents' Handbook
- To plan and lead at least two Open Days and two Induction Meetings
- To allocate children into classes
- To co-ordinate centre visits to settings for Reception admissions from 6 May
- To co-ordinate the Nursery home visit schedule

2c Responsibilities of AHT Inclusion AHT

- To co-ordinate the updating of medical alert details for classes and year groups – including asthma, allergies needing epi pens, dermatitis, glasses, etc.
- To meet alongside EYFS AHT any children arriving with a statement or documented medical condition
- To co-ordinate the induction for new arrivals – mid-year/transfers/parents/pupils

2d Responsibilities of Class Teachers

- To read and file new arrival forms in the class folder
- To read learning journeys/reports as and when they come in to school
- To check names of new arrivals are on Target tracker in advance
- To ensure that everything is ready for the arrival of the new pupil (as detailed in the New Arrival Guidelines available from the office)

3. Protocols

To ensure that our procedures are clear, as indicated above, the school has devised the following protocols.

1. Visits and admission meetings timetabled weekly:
 - Tuesday and Thursday afternoons
 - Wednesday and Friday mornings
2. Open day scheduled – all families sent an invitation along with their school offer letter
 - No later than ten days after offer day – Reception Open Day
 - No later than ten days after offer day – Nursery Open Day

3. Home/centre visit timetables

- Centre visits to new reception starters to be timetabled from the start of May – one day a week
- Nursery starters home visits during the first week of term in September

4. Staggered intake of children to ensure less stressful settling in period where possible

4. Paperwork

To ensure that our procedures are clear, as indicated above, all admissions paperwork is centralised and organised in the school office by the school office team. This includes:

- Common Application form filled in by families – to apply for Nursery or Reception
- Offer letter from LA & School

5. Admissions pack

To ensure that our procedures are clear, as indicated above, the school will provide the parents of all pupils with an Admissions Pack. This will be presented in a school folder, with all paperwork being of a professional quality. The contents of the Admissions Pack will be:

- Welcome letter from Headteacher
- Borough admission form
- Parental consent form
- Medical information form
- Home school agreement
- Text and emailing information
- Uniform policy
- Uniform purchasing and prices
- Borough attendance expectations
- Food Menu
- Current newsletter
- Term dates
- Admissions Checklist
- New pupil information sheet – for all admissions
- Collection alert

Our School Values For Leaders and Governors

