

CORNIST PARK SCHOOL FLINT



Admissions Policy

(Review bi - annually - Spring Term)

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Admissions Policy

The following policy outlines the admissions and transitional arrangements at Cornist Park School. The responsibility for all admission to Cornist Park School lies with the Local Authority Admission Team. The school 'standard number' is currently 41 in any year group.

Nursery Education

Admissions - Nursery provision is available at the school on the basis of 5 x 2.5 hour sessions per week for each child.

Nursery application forms are sent out in early January by the LA. These are returned directly to the LA who allocates school places usually to the first choice school or in the event of that school being full, to those who live nearest the school requested. The LA provides the school with a list of pupils who have been allocated to our school.

Nursery education is not a statutory provision and parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a Nursery place.

Admission to a Nursery class or unit of a particular infant or primary school does not guarantee admission to that school Reception class.

Parents who wish their children to be admitted to our school and who wish to visit the school and/or obtain more information are welcome to do so by arrangement with the Head teacher. All necessary forms are available at school.

Parents are invited to register their children in January each year with the LA, for admission in September of that year.

During June the parents of the Nursery pupils are invited to attend a meeting at school where they are given details of the day and time to bring their child to Nursery and they have the opportunity to discuss personal matters relating to their child. The Head teacher outlines school policies and introduces the Foundation Phase Manager and many other staff and agencies who attend.

The Foundation Phase Manager arranges the days and times of entries and ensures that all parents receive notification of the appropriate information.

The Nursery children are admitted in groups of 5/6 and attend five sessions per week i.e. morning session from 8:55 am to 11.25am.

All children are brought to school and are met from the school by an adult.

Reception

Parents are invited to register their children in September each year with the LA, for admission in September the following year.

The LA will admit a child to a maintained primary school at the beginning of the school year if the child has achieved his/her 4th birthday on or before August 31st of that calendar year.

An initial application for admission to the reception class of a primary school must be made to the LA in the first instance. Admission is the responsibility of the Director of Education and Children's Services. A parental preference form will be sent to each parent/guardian.

Under new legislation, FP class sizes are restricted to a limit of 30 for Reception, Year 1 and Year 2.

If the Authority is unable to allocate the child to the school for which the parent has expressed a preference, the parent will be offered a place for the child at an alternative school. The parent may then accept the alternative placement, or make representations to the Authority and, if still dissatisfied, may give notice of appeal.

The request for appeal (which shall be sent to the Director of Education and Children's Services) must be in writing giving the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the School Standards and Framework Act 1988. The parent, accompanied by a friend if so desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.

The planned admission limit is 41 for the Reception class.

During June /July the Reception Class Teachers visit the children in the Nursery to get to know them. The Nursery children also visit the Reception classrooms.

The Foundation Phase Manager arranges the pupils into Reception classes/Groups.

During July the parents of the new Reception pupils are invited to attend a meeting at school where they meet the Head teacher, the Foundation Phase Manager, the Reception Class Teachers and other staff and agencies. The Head teacher outlines school practises, and home school agreements. The Foundation Phase Manager explains procedures

concerning the entry of pupils and the Class Teachers meet the parents and give them dates/times for bringing their children to school in September.

The Foundation Phase Manager makes sure that all parents receive notification of the appropriate information for bringing their children to school.

All children are brought to school and met from school by an adult.

Transition from Year 2 to Year 3

The Children in YR 2 begin to have transition experiences into Yr 3 in the Summer term. Visits to their classes by Yr 3 staff and visits to the KS2 classrooms are arranged. Yr 2 children transition onto the Yr4&4 Playtime yards and experience buying snack from the tuck shop.

The Year 2 teachers meet the Year 3 teachers to discuss the groups and to pass on relevant information.

During early July the Year 2 children meet their Year 3 teachers and visit their new classrooms.

By early July the records of Year 2 children are completed and passed on to the Year 3 teachers.

The children have a moving up morning where they meet their classmates and teachers. This usually occurs early July and falls in line with the High School Transition days.

Transition from Year 6 to Year 7

A separate transition plan between primary and secondary schools has been adopted by the Governors in agreement with the Flint High School Consortium schools.

Policy Review

This policy was adopted in Summer 2006 and is reviewed annually.

