Policy: Admissions Policy

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Mission Statement

At Abbey School our aim is to teach to inspire, motivate and nurture the next generation of creative and critical thinkers. We work in partnership with parents and the community to achieve the highest standards. Our main goal is to encourage our children to be resilient, respectful, responsible independent learners, equipped for lifelong learning. Through stimulating, safe learning environments and excellent opportunities to succeed in and out of the classroom, we encourage children's progress and achievements.

Our Core Values

RESPECT, RESPONSIBILITY, RESILIENCE

These 3 core values underpin the ethos of Abbey School. Our young pupils are encouraged to understand these values and how they develop, initially, at the micro level around themselves, their friendships, their families and our school. Later, our older pupils begin to understand how these self-same values affect our lives on the macro level, with all this means for their lives as they grow into adults and their environment of Devon, the United Kingdom, and also the planet in which we live.

Statutory Policies

Data Protection Act 2018- brief summary

Any information parents provide when applying for a place in Abbey School, Nursery or Holiday Club will be entered on a computerised data base. As such the information is protected by the Data Protection Act 2018 which ensures the information can only be used for defined purposes and can only be passed to specific people. The defined purposes are:

- administering the admissions process as set out in this information booklet; and
- preventing any fraud/criminal offence or to ensure the safety of any child.

The people who may receive the information are:

- the current school (if any);
- the school to which the pupil is to be admitted;
- other admission authorities to ensure that parents do not hold on to more than one offer of a place; and
- any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

Rationale

To ensure a warm and flexible entry process that adapts to the individual child's needs.

Objectives

- Ensure that admission to the Abbey School, nursery and holiday club is influenced by the balance of age structure within individual rooms.
- Ensure that the Waiting List Policy and the Equal Opportunities and Anti-discriminatory Policies are followed.
- Ensure that when children have joined us, requests for additional sessions are viewed as a priority, as are subsequent applications from siblings.
- Ensure that a signed contract is exchanged between the Schools In Limited and the parent indicating each of the partner's rights and responsibilities.
- Ensure places agreed in contracts with external partners are maintained.

Procedures

We aim to enable our new children to enjoy a smooth transition from their home environment to nursery and from their pre-school setting to full-time school, by giving them many opportunities to become familiar with the building and the whole school community before they start school.

- All families of new children, are sent newsletters prior to arrival to help them feel welcome.
- Placement enquiries are dealt with by Headteacher, School Administrator Head of Nursery or responsible adult in holiday club.
- Parents are invited to an informal visit to meet staff and tour the entire facility. Parents may need to visit informally more than once to make a firm commitment.
- At the end of the visit, parents who wish to take up the place for their child will be asked to complete the Contract, Medical Form, Direct Debit Form, Data Protection forms and in the case of a nursery child the Child Development Form before the next stage of the induction process.
- Parent and child meet with the Head Teacher, School Administrator or Head of Nursery or responsible adult in holiday club, to discuss routines, apprehensions or queries.
- The child will then visit the room where he/she will become part of the class or group.
- School children will be encouraged to visit for a full ‘taster’ day and parents will be encouraged to leave nursery children and holiday club children for a short period, if the child is ready. This process is at the discretion of the staff and it may take subsequent, phased visits before the child starts their proper sessions.

Admissions Register

In accordance with The Education (Pupil Registration) (England) Regulations 2006, a record of the admission of every pupil – including those in Nursery – is kept and contains the following information:

- Name in full;
- Sex;
- Name and address of every person known to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- Where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- At least one telephone number at which the parent can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the school;
- Name and address of the school last attended, if any;
- The name of the destination school notified by a parent and the first date of attendance, where it reasonably practicable for the school to ascertain this information
- All records relating to individual pupils are retained for a reasonable period of time and in accordance with the GDPR and the school's data protection policies.

Pupil Tracking

The school recognises its legal requirements in relation to registers in the DfE publication *Children missing education* (2016). The Headteacher informs the Local Authority's Attendance Officer of pupils the school removes or adds to the admissions register at non-standard transitions.