



Liscard Primary School

Admissions Policy

June 2023



Liscard Primary School is situated in a densely populated, urban area. With a rising population of over 700 pupils it is one of the largest primary schools in the country. We have a standard admission number of 90, although some of our pupils are from out of zone.

Aims

- to ensure smooth transition from home to school, school to school;
- to provide the child with a safe, basic knowledge about the school in order to develop their confidence;
- to develop and maintain a close working relationship with parents at all times;
- to assess the individual child's capabilities and stage of development in order to plan a suitable programme of work for them;
- to familiarise the children and the parents with the whole school and its environment;
- to make all new families very welcome as they join our school's community.

ADMISSION TO PRE-SCHOOL AND F1 CLASSES

Parents should apply for a place in our pre-school or Foundation Stage 1 class in a primary school directly to the Headteacher of the school. If there are fewer preferences than places available, then all the children will be offered places.

If there are more preferences than places available, the decision as to which children should be offered places will be taken by the Governing Body in accordance with the following guidelines.

2 YEAR OLD CHILDREN

Priority will be given firstly to those children who are entitled to 2 year old funding. They will be offered a place in our pre-school class and will remain with us until ready for full-time education in F2. Parents will need to ensure they complete a Wirral Primary School admission form to indicate their preference for a Primary School.

FOUNDATION STAGE 1 CLASS

The school has a Nursery/Foundation 1 unit. Two groups of children will attend part-time, either the morning or the afternoon session. There is also a full time nursery class. Staffing ratios will ensure children are with at least one adult for every 13 children. Places will be offered the term after children are 3 years old unless they already have a place through their 2 year old funding.

3 YEAR OLD CHILDREN

Children may be offered a place the term after they are 3 years in our pre-school or F1 provision if they have not been allocated a priority 2 year old place previously.

STEP 1

If the school or provision base is over-subscribed with 3 year old children, first priority places should be given to those with a medical reason, particularly if it is related to a special provision made at the school. For example, if a school has a special base for a child with physical or sensory impairment. [Note that a

medical condition is not necessarily a medical reason for a place at a particular school; the condition has to be relevant to the provision or circumstances at the school or class in question].

STEP 2

Step 2 is an amendment to the LA Guidelines designed to meet the needs of the families of Liscard Primary School.

- a) All applications from parents who live within our zone area will be considered
- b) Consideration will then be given to applications from parents where there is a sibling-connection as long as the sibling[s] is still registered at school on the commencement date of that child's entry into our Early Years, whether or not that child resides in or out of our zone.

STEP 3

If there are sufficient places for the remaining children, all the children may be offered places. If there are more applications than places available, they should be offered to those children who live **nearest to the school**; the distance from home to school should be measured by the shortest available walking route.

GENERAL CONDITIONS

Foundation 1 places be part-time or full time (30hrs). Children would normally not attend more than one session per day unless they are attending full-time and as such are entitled to funding or have chosen to pay for the additional sessions.

Responsibility for determining admission if the school or provision is oversubscribed rests with the Governors, subject to the Authority's guidelines. The Governors have delegated this responsibility to the Headteacher and the Governors Committee.

Children will not be refused admission on grounds of insecure toilet training.

Parents must be informed at registration that there are separate arrangements for admission to the Reception year. Admission to an Early Years classes in a school does not give any degree of priority to a place in a Reception/Foundation 2 class. Admission to the Early Years classes does not guarantee admission to the school because our Early Years classes covers a wider area than the zone of the school.

Guidance on shortest distance to schools can be obtained from the Pupil Services Section in the Department of Education and Cultural Services.

Induction Procedure:

1. New Parents' Meeting

- An individual Parents meeting is held with the relevant staff when information regarding the Early Years classes, the curriculum, and daily routine will be shared etc.
- Parents are invited to look around the Early Years department.
- Parents are given the Wirral "Welcome" Booklets to be completed before the admission date.
- Parents receive a letter containing:-

- a) the date of their child's visit to their class;
- b) the child's admission date.

2. **Pre-admission Visits**

- Children have the opportunity to explore their Early Years classes, during which time the teacher conducts an individual, informal interview with each parent and looks through their completed "Welcome" Booklet.
- Parents are given a booklet containing information about the daily routine and general guidelines. (This is an opportunity for parents and the teacher to ask questions and exchange any additional information).

3. **Children are admitted** the **term** after they are **3 years** or when they are **entitled to 2 year old funding**.

4. **Starting Points**

- * Once the children are admitted, an interview is arranged to talk to parents regarding individual starting points. (The teacher uses this opportunity to talk about initial observations and any concerns the school may have).

FOUNDATION STAGE 2

Earliest Dates of Admission:

Children do not have to start school until their fifth birthday. However, Wirral children who will be five in the period between 1st September and 31st August are admitted at the beginning of the Autumn Term on a full-time basis.

- Parents will register their child for Foundation Stage 2 in the year prior to their admission, following the admission procedures of the LA. The group of children will be divided into classes of equal status in age and gender, including a fair proportion of children from our own Foundation classes.
- Parents will be invited to attend a meeting in the Summer Term in class groups on different afternoons when the induction process will be explained and the class teacher introduced to them.
- An explanation of domestic issues and school transition procedures will be covered at this meeting, along with other relevant documentation.
- The importance of the parental role will be stressed and the valuable support they give to school.
- Children will visit school for an afternoon in July and spend time with their new teacher and other members of their class.
- In September, the children are admitted to school on a part-time basis for over approximately up to a week (based on individual needs).
- After the induction period, staff will talk to parents / carers about full days and staying for lunch.
- As most parents are seen on a day to day basis, there should be a continual dialogue between teachers and parents if any individual needs are apparent.
- We encourage any parents to help in the classroom and this is negotiated within individual classrooms.

OTHER ADMISSIONS

When placing children who have moved into our catchment area, consideration will be given the number of pupils, gender and the range of seasonal birthdays in each class.

Where appropriate, pupil records will be requested from the previous school by the office staff at the earliest opportunity.

Parents and pupils will be encouraged to make a visit to the school prior to admission.

OUT-OF-ZONE APPLICATIONS

Enquiries from families requesting a placement for their child and who live outside the school's catchment zone will be required to complete an out-of-zone application.

The school's recommendation will give strong consideration to the total number of pupils already in the age group, class sizes and whether the admission limit has been reached.

Where there is a need to prioritise applications, the policy of the Local Authority will be adhered to.